POLICIES
FOR
ADMINISTRATORS
OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

By the Board of Trustees:

Kathryn O. Alexander
Joe W. Dobbs
Sidney R. Frank
Ann Gutshall
Eli Luria
Joyce H. Powell
Benjamin P. J. Wells

Dr. Glenn G. Gooder, Superintendent/President

Revised September, 1973
Revised ____________
INDEX

0700 ORGANIZATION OF THE ADMINISTRATION (Organization Chart)

0800 ADMINISTRATIVE OFFICERS AND THEIR RESPONSIBILITIES

0810 SUPERINTENDENT/PRESIDENT
    0811 Assistant Superintendent, Business Services

0820 ADMINISTRATIVE DEANS
    0821 Continuing Education
    0822 Instruction
    0823 Student Services

0830 ASSISTANT DEANS
    0831 Admissions and Records
    0832 Continuing Education
    0833 Educational Planning and Development
    0834 Health Education and Technology
    0835 Instructional Operations
    0836 Occupational and Career Education
    0837 Student Activities

0840 COORDINATORS
    0841 Instructional Media Services
    0842 Student Services

0900 POLICIES GOVERNING ADMINISTRATORS

0910 SALARIES

0920 WORKING DAYS

0930 HOLIDAYS

0940 VACATIONS
    0941 Vacation Credits
    0942 Vacation Compensation Upon Termination

0950 ABSENCES
    0951 Jury Duty

0960 LEAVES OF ABSENCE
    0961 Sabbatical for Administrators
1000  RECRUITMENT AND SELECTION OF ADMINISTRATIVE PERSONNEL

1010  GENERAL POLICY

1020  AUTHORIZATION

1030  ADMINISTRATIVE RULES AND REGULATIONS

1100  EVALUATION OF ADMINISTRATORS
0810 SUPERINTENDENT/PRESIDENT

0810.1 The Superintendent/President is responsible to the Board of Trustees for:

a. The organization and administration of the total educational program at Santa Barbara City College.

b. The preparation, submission, and administration of the annual budget.

c. The appointment, termination, and supervision of all College personnel.

d. The submitting of course offerings recommended for adoption.

e. The recommendations for modification in or additions to campus buildings and grounds.

f. The certifying of those students who have completed the requirements for the Associate in Arts and Associate in Science Degrees and/or certificates in non-degree programs.

g. The preparation of all reports required by law by local, state, and national agencies.

0810.2 The Superintendent/President is responsible to the administration, faculty, and students of the College for:

a. The establishment of college committees.

b. The supervision of activities of groups and organizations operating within the college program.

c. The development of a program of public information which will interpret the role of the College to the community.

d. The establishment of procedures for safety in case of fire or other emergencies.

0810.3 With specific reference to the instructional program and to instructional support services, the Superintendent/President:

a. Reviews and forwards:

1) Statement of instructional goals.

2) Statements of instructional plans including Five-Year Academic Plan, three-year Resource Need Projection, and Staff Development Plan.

* Amended by Board action 11/14/74
0810.3 (continued)

3) Requests for changes or modifications in the curriculum.
4) Results of evaluation of instruction.
5) Results of evaluation of personnel performance if below required standard.
6) Requests for personnel.
7) Recommendations for appointment of personnel.
8) Complaints and grievances of students or staff.
9) Budget requests.
10) College Catalog.
11) Research reports as appropriate.
12) Requests for special grants or projects.
13) Requests for new facilities or modifications in facilities if Board action is required.

b. Approves:

1) Criteria for evaluation of instructional program.
2) Criteria for evaluation of personnel performance.
3) Procedures for recruitment and selection of personnel.
4) Procedures for in-service.
5) Procedures for record-keeping.
6) Procedures for budget control.
7) Procedures for communication and liaison.
8) Schedule of Classes.
9) Procedures for institutional research and data gathering.
10) Criteria for analysis of facility utilization.
11) Requests for facility modifications if Board action is not required.
12) Travel and conference attendance.

0811 Assistant Superintendent, Business Services

0811.1 The Assistant Superintendent, Business Services is responsible to the Superintendent/President for organizing, developing, and administering the business services of the College District.
A. Advises and Assists:

1. Faculty and staff in:
   a. Budget preparation and allocation of resources by serving as non-voting chairperson of the Resources Allocation Review Board.
   b. Utilization of support services of the District including: maintenance, printing and duplicating, purchasing, facility planning, parking, data processing, accounting, and payroll.

2. Superintendent/President in:
   a. Development and evaluation of plans, policies, and procedures related to business services.
   c. Interpretation and application of pertinent laws and regulations.
   d. Analysis and recommendations concerning current legislation.
   e. Long-range planning affecting finance, facilities, and operations of the District.
   f. Conduct of Board meeting as Assistant Secretary/Clerk to the Board of Trustees.
   g. Preparations for negotiations.

B. Develops and Prepares:

1. Annual budget of the District.

2. Five-year projections of resources, anticipated expenditures, and weekly student contact hours.

3. District three-year resource allocation projection.

4. Schedule of payments for all District capital construction and improvement projects.

5. Business Services items for the agenda of the Board of Trustees.

6. Analysis of weekly student contact hours by department and cost centers for budget preparation.

7. Cost analysis of programs.

C. Administers, Directs, or Coordinates:

1. District insurance program.

2. Disbursements from District funds and accounts, signs warrants, checks, and other reports as required.

3. District transportation services.

4. District elections.

5. District contracts.

6. District bond sales.

7. Liaison with WICHE.


D. Supervises:

1. Development and maintenance of financial accounting and reporting system.

2. Accounting and control of student body funds and accounts.

3. Data processing functions insuring that data processing is both an educational and an administrative tool.

4. Facilities development and building construction.

5. Centralized purchasing, warehousing, and delivery of supplies and equipment; property control.

6. Operations and maintenance of buildings, grounds, and plant.

7. Food services program.

8. Parking and traffic control on the campus of Santa Barbara City College and adjacent parking lots.


10. District central duplicating and printing services.

11. District central switchboard and mail services.

12. Compliance with Cal-OSHA requirements.
E. Reviews and Forwards:

1. Requests to and responses from County Counsel for legal interpretations and advice.

2. Requests to and responses for business services information from County Superintendent of Schools, Chancellor's Office, and other agencies.


4. Applications for external funding which have budget implications.

5. Requests for funding from all departments of the Business Services Division.

6. Parking citations.

F. Approves/Disapproves:

1. All contracts prior to execution by the District.

2. Requests for funding by departments with Business Services Division.

3. Requests for overtime for classified employees.

4. Requests for use of facilities.

5. Requests for parking permits.


7. Payment requests for construction projects.

8. Vacation requests for Business Services employees.

In addition to performing the functions listed above, the Assistant Superintendent, Business Services, performs such other duties as may be assigned by the Superintendent/President.

0820 ADMINISTRATIVE DEANS

0821 Continuing Education

* 0821.1 The Administrative Dean of Continuing Education is responsible to the Superintendent/President for the planning, development, coordination, supervision, and evaluation of the College's program of Continuing Education.

* Amended by Board action, 1/10/74
0821.1 (continued)

a. Formulates and prepares schedules of classes for printing and distribution to the community.

b. Submits budget recommendations for inclusion in the annual College budget.

c. Makes recommendations concerning the employment of both certificated and classified personnel.

d. Prepares local, state, and national reports.

e. Assists in administering Civic Center use of downtown campus facilities.

f. Assists in developing and administering Federal grants for projects in the Continuing Education Division.

g. Works with community organizations in developing a community education program.

h. Assists the Superintendent/President in the dissemination of public information concerning the Continuing Education Division.

i. Works with the Administrative Dean, Instruction, in a continuous evaluation of the total course offerings of Santa Barbara City College.

j. Works with the Administrative Dean, Student Services, in the development of efficient procedures concerning registration, records, issuance of grade cards and other student services.

k. Supervises the Assistant Deans, Continuing Education; part-time coordinator of Continuing Education; and program planning assistants.

l. Performs such other duties as may be assigned by the Superintendent/President.

0822 Instruction

* 0822.1 The Administrative Dean of Instruction is responsible to the Superintendent/President for planning, developing, coordinating, supervising, and evaluating all of the College's instructional programs and instructional support services except those in Continuing Education.

a. Coordinates, supervises, and evaluates activities of instructional support staff including: Assistant Dean, Educational Planning and Development; Assistant Dean,
Health Education and Technology; Assistant Dean, Instructional Operations; Assistant Dean, Occupational and Career Education; Chairmen and Chairwomen; Head Librarian; Coordinator, Instructional Media Services; and Director, Instructional Support Services.

b. Reviews all resource allocation plans for credit instruction cost centers and instructional support service cost centers.

c. Reviews and submits the annual revision of the five-year academic plan.

d. Serves as special resource to the Curriculum Advisory committee and recommends the establishment of other committees as necessary to develop the College curriculum in accordance with District education objectives and State requirements.

e. Develops policies and promotes activities which motivate professional personnel; resolves personnel problems; and advises the Superintendent/President of the concerns of professional personnel.

f. Coordinates in close cooperation with the Affirmative Action Officer/Director, Personnel Services, personnel recruitment and screening activities and participates in the process which results in recommendations for employment of instructional personnel.

g. Works closely with the Personnel Office which is responsible for the preparation and documentation of initial placement and credentialing; maintains master file of certificated personnel records.

h. Arranges for and assists in planning the orientation of new faculty.

i. Resolves problems regarding the evaluation of regular, contract, and hourly instructors and coordinates substitute and student teacher assignments.

j. Works closely with the Administrative Dean, Continuing Education, in the continuing evaluation of the total course offerings.

k. Provides instructional leadership to the faculty and is responsible for planning and implementing procedures for improvement of the quality of instruction.

l. Maintains a current file of course outlines.
0823 **Student Services**

0823.1 The Administrative Dean, Student Services, is responsible to the Superintendent/President for the administration and supervision of all student activities and for planning, developing, coordinating, supervising, and evaluating guidance, counseling, testing, health services, admissions, records, and registration.

a. Represents the students to administration and in turn the administration to students.

b. Is responsible for the financial activities of the Associated Students, including the Bookstore.

c. Supervises job placement and financial aids program.

d. Assists with orientation program for new students.

e. Coordinates College Commencement activities.

f. Establishes and maintains relations with secondary schools, colleges, and universities on matters of admissions, articulation and course approval.

g. Coordinates, develops, and implements related budget.

h. Develops, coordinates, evaluates, and revises policies and procedures related to guidance and counseling.

i. Develops and directs a counseling program which meets academic standards and changing needs of students. Such counseling, although primarily academic and vocational, should include provisions for personal counseling.

j. Develops and implements a program which meets special needs of students related to admissions and academic achievement.

k. Works closely with the Administrative Dean, Instruction, in curriculum development.

l. Performs such other duties as may be assigned by the Superintendent/President.

0830 **ASSISTANT DEANS**

0831 **Admissions and Records**

0831.1 The Assistant Dean, Admissions and Records, is responsible to the Administrative Dean, Student Services, for the organization and supervision of the Office of Admissions and Records.
0831.1 (continued)

a. Maintains adequate attendance and enrollment data and individual student records.

b. Prepares A. D. A. reports.

c. Evaluates previous student work.

d. Determines athletic eligibility.

e. Determines eligibility of candidates for the A. A. and A. S. degrees and such other certificates as may be awarded.

f. Establishes and supervises the operation of registration procedures.

g. Directs research on student characteristics.

h. Develops IEM procedures for future use.

i. Performs such other duties as may be delegated by the Administrative Dean, Student Services.

0832 Continuing Education

0832.1 The Assistant Dean, Continuing Education (1), is responsible to the Administrative Dean, Continuing Education, for assisting with the development, supervision, and evaluation of the entire curriculum offering with special responsibility for the supervision and coordination of courses in specified areas.

a. Maintains a complete up-to-date file of course outlines; assisting with development of curriculum materials.

b. Supervises the audio-visual program.

c. Supervises maintenance and repair of buildings and grounds at the Continuing Education Center and use of facilities in all outlying areas.

d. Supervises custodians and gardeners.

e. Manages Student Body funds and Continuing Education Center Bookstore.

f. Maintains accurate financial records and prepares financial reports and books for yearly audit.

g. Assists in supervision of classified staff in the performance of their respective duties.
Computer

h. Employs and assigns registrars during the beginning of terms.

i. Supervises the attendance, registration, and collection of fees.

j. Supervises the payroll department.

k. Assists in working with community organizations in serving community educational needs.

l. Performs other duties as may be assigned by Administrative Dean of Continuing Education.

0832.2 The Assistant Dean, Continuing Education (2), is responsible to the Administrative Dean, Continuing Education Division for the following:

a. Responsible for the planning, development, coordination, supervision, and evaluation of adult and continuing education programs.

b. Assists, plans, develops, coordinates, and supervises curriculum offerings in the MDTA Program and the Work Incentive Program (WIN).

c. Works closely with the Assistant Dean, Occupational and Career Education, to plan, develop, coordinate, and supervise curriculum offerings in the Vocational-Technical field which are offered without credit.

d. Assists in planning and writing such other projects for Federal funding as might be appropriate to the Continuing Education Division.

e. Develops, coordinates, and supervises short courses, forums, seminars, and workshops meeting specific community education needs related to the Technical-Vocational area.

f. Conducts such surveys and studies as may be necessary to determine educational programs for the community.

g. Works with staff and all community groups in serving needs of economically disadvantaged.

h. Responsible for the planning, development, coordination, supervision, and evaluation of the apprenticeship and related trade extension programs.

i. Maintains liaison between the offices of the Administrative Dean, Continuing Education; Assistant Dean, Instructional Operations; and Assistant Dean, Occupational and Career Education.
(continued)

j. Responsible for the preparation of those forms and reports required by the State Bureau of Vocational Education.

k. Represents the College on all joint apprenticeship advisory committees.

l. Recommends qualified apprenticeship instructors selected in cooperation with the joint apprenticeship committees.

m. Works closely with staff members in the continuous evaluation of total course offerings and personnel.

n. Attends such College and Continuing Education committee meetings as necessary to carry out responsibilities of this assignment.

o. Performs such other duties as may be assigned by the Administrative Dean of Continuing Education.

* 0833 Educational Planning and Development

0833.1 The Assistant Dean, Educational Planning and Development, is responsible to the Dean of Instruction for assisting the Dean of Instruction, Cluster Leaders' Council, Representative Council and its committees, and the Curriculum Committee in the areas of faculty development, educational planning, and curriculum.

A. Advises and Assists Departments Regarding:

1. Preparation of departmental goals and five-year academic plan.

2. Development of and justification for new curricula or modification of existing curricula.

3. Research and data gathering related to curriculum.

4. Preparation of materials for College Catalog.

5. Selection of evaluation committees and preparation of evaluation reports.

6. Identification of opportunities for in-service training.

7. Development of procedures for both internal and external communication.

* Board approved 5/12/77
B. Assists the Dean of Instruction by:

1. Providing leadership to an on-going faculty development program and to the effort to maintain a climate of instructional development.

2. Providing leadership in educational planning and curriculum development.


4. Coordinating instructional department budget requests, instructional resources need projection, instructional cost center analyses, instructional resource inventories, and instructional facilities allocation.

C. Develops and Prepares:

1. Criteria for evaluation of curriculum in consultation with the departments and the Curriculum Committee.

2. College statement of instructional goals and five-year academic plan.

3. Proposals for in-service training of certificated staff.

4. Budget requests arising from in-service training programs.

5. Institutional plans for improvement of instruction.

6. Procedures and policies which encourage faculty to seek means to assess instructional strategies and improve them.

7. Resource materials files pertaining to improvement of instruction for the College at large.

8. A newsletter on improvement of instruction projects, sabbatical leaves, media resources, conferences, workshops, seminars, and travel of faculty members.

D. Coordinates:

1. Activities of College Curriculum Committee by serving as voting Chairperson of the Committee and by presenting committee recommendations to the Resources Allocation Review Board, and the Board of Trustees.

2. Preparation, up-dating, and filing of course outlines.
3. Development of inter-departmental and interdisciplinary courses and programs.

4. Special projects such as NDEA, institutes, mini-colleges, and interdisciplinary programs which are not assigned to a specific department.

5. Feasibility studies prior to the implementation of new programs.

6. Submission of course or program approvals to the Chancellor's Office of the California Community Colleges.

7. Orientation of new instructional personnel.

8. Evaluation of certificated personnel in accordance with established College policy.

9. In-service training for instructional personnel including teaching methods and subject matter.


11. Distribution of communications such as newsletters, committee reports, bulletins, and the like from other colleges among various college and faculty committees as well as among faculty as a whole.

12. Integration of alternative instructional resources.


14. Development of a curriculum resource center to include instructional practices and methodology for the improvement of instruction, curriculum, and educational planning.

15. Faculty development activities for hourly instructors, counselors, and librarians.

16. Development of an extensive file of both skills that faculty members have and materials that they gather on professional meetings or conferences.

17. Compilation of reports related to curriculum, faculty development, and educational planning.

E. Serves as a Resource Person to:

0833.1 (continued)

2. Representative Council and its committees.

3. Department Chairpersons in the implementation of the departmental faculty development activities.

4. Faculty members granted improvement of instruction funds for Innovative Projects.

5. Faculty efforts in the instructional development process of:

   a. Solving educational problems
   b. Developing alternate modes of instruction
   c. Creating new courses
   d. Revising existing courses

* 0834 Health Education and Technology

* 0834.1 The Assistant Dean, Health Education and Technology, is responsible to the Administrative Dean of Instruction for planning, developing, coordinating, supervising, and evaluating all Health Education and Technology programs.

A. Advises and Assists:

1. Health Education and Technology faculty in:

   a. Setting of professional goals.
   b. Preparation of course outlines.
   c. Evaluation of personnel.
   d. Evaluation of instruction.
   e. Preparation of budget requests.
   f. Handling of matters affecting students as requested by faculty or students.
   g. Processing of complaints and grievances.
   h. Planning and development of facilities.

2. Representative Council and appropriate College committees in:

   a. Development of policy related to instructional services.

3. The Office of Instruction in:

   a. Development of procedures for instructional services.

* Amended by Board action 11/14/74
b. Recruitment, selection, orientation, and in-service training of personnel.

c. Selection of criteria for evaluation of instruction.


e. Establishment of liaison and communication with other departments, other educational institutions, lay advisory groups, business and industry, related community agencies and organizations.

f. Analysis of facility utilization.

g. Planning and development of facilities.

B. Develops and Prepares:

1. Statement of goals of Health Education and Technology programs.

2. Five-year academic plan for Health Education and Technology.

3. Three-year projection of resource needs, personnel development plan, and semester plans for course offerings in Health Education and Technology programs.

4. Reports of evaluations curricula.

5. Requests for new Health Education and Technology curricula or modification of existing curricula.

6. Requests for Health Education and Technology budget allocations.

7. Information related to Health Education and Technology for College Catalog.

8. Requests for institutional research and for special grants and projects in Health Education and Technology.

9. Requests for personnel, rooms, offices, and special facilities for Health Education and Technology.

10. Requests for instructional support services including library, audio-visual, learning resources, and tutorial services.

11. Requests for alterations and improvements in facilities and for new facilities.
12. Information related to departmental offerings in special sessions such as Evening Division, Summer Session, and Instructional TV.

C. Coordinates:

1. Activities of Health Education and Technology programs related to planning, development, curriculum, instructional procedures, equipment, supplies, book orders, printing and duplicating, faculty recruitment, selection, orientation and evaluation, and articulation with related agencies and educational institutions.

2. Communication and liaison between Health Education and Technology faculty and administrative offices for support services, budget, personnel, and evaluation of personnel.

3. Planning and preparation of five-year academic plan for Health Education and Technology.

4. Development of Schedule of Classes in consultation with Health Education and Technology faculty.

5. Procedures for evaluation of Health Education and Technology instructions programs.

6. Preparation of budget requests for Health Education and Technology.

7. Preparation of requests for institutional research and of proposals for special grants and projects.

8. Preparation of equipment and supply lists and inventories, requisitions, and book orders.

9. Preparation of reports as required by State and national agencies established to control health occupations programs.

10. With Assistant Dean, Occupational and Career Education, in preparation of reports required by the State Board of Vocational Education.

11. With Assistant Dean, Continuing Education, planning and development of health occupation non-credit courses.

12. Representation of College on Health Education and Technology advisory committees.


D. Reviews and Forwards:
1. Reports and records of Health Education and Technology faculty.
2. Student and staff complaints or grievances.
3. Requests for field trips.
4. Results of personnel evaluations.
5. Requests of Health Education and Technology faculty.

E. Approves:
1. Issuance of equipment, supplies, books, and other instructional support materials for Health Education and Technology.
2. Requests or purchase orders for equipment, supplies, library materials, audio-visual materials, textbooks, and printing and duplicating.

Performs such other duties as may be assigned by the Administrative Dean of Instruction.

* 0835 Instructional Operations

* 0835.1 The Assistant Dean, Instructional Operations, is responsible to the Dean of Instruction for coordinating operational elements of instructional services and for supervising Evening Division, Summer Session, and other special sessions.

A. Advises and Assists Departments Regarding:
1. Development of plans and justification for part-time instructional staff.
2. Scheduling of course offerings in regular and special sessions.
3. Recruitment and selection of faculty for special sessions.
4. Use of instructional services in special sessions.
5. Evaluation of instructional services in cooperation with the Administrative Assistant to the Superintendent/President.

* Board approved 5/26/77
6. Development of recommendations for alterations and improvement of facilities to meet instructional needs.

7. Development of departmental budget requests, instructional resources needs projections, instructional cost center analyses, instructional resource inventories, and instructional facilities allocation requests.

8. Development of criteria for evaluating instruction in cooperation with the Administrative Assistant to the Superintendent/President.


B. Assists the Dean of Instruction by:

1. Coordinating operational elements of the instructional program including scheduling of classes and allocation of space or facilities.

2. Supervising the operation of special sessions and off-campus credit operations of the College including Evening Division, Summer Session, Educational Television, and Saturday College.

3. Coordinating preparation of instructional department budget requests, instructional resource need projections, and instructional facilities allocation requests.

C. Develops and Prepares:

1. Schedules of Classes for the credit program including: regular sessions, Evening College, Summer Session, Instructional Television classes, off-campus credit and Saturday classes.

2. Budget requests for special sessions.

3. College-wide teacher load reports.

4. Reports of cost center expenditures.

5. Criteria for evaluation of outcomes of instruction in cooperation with the Administrative Assistant to the Superintendent/President.

6. Records and reports as required.
D. Coordinates:

1. Supervision of personnel and operation of Evening College, Summer Session, Instructional Television courses, Saturday classes, and off-campus credit classes.

2. With Assistant Dean, Admissions and Records, development of efficient procedures for registration accounting, attendance, fee collection, and record-keeping for instructional operations.

3. With Assistant Dean, Continuing Education, supervision of on-campus, non-credit Continuing Education classes.

4. Assignment of personnel for special sessions.

5. Liaison and communication with students enrolled in special sessions.

6. Supervision of security parking, and traffic during special sessions.

7. Submission of schedules to the Office of Chancellor of the California Community Colleges.


9. Presentation of instructional department budget requests to Resources Allocation Review Board.

10. Analysis of instructional facility utilization.

11. Allocation of instructional space.

E. Serves as a Resource Person to:


2. The Representative Council and its committees.

3. Department Chairpersons and faculty members regarding instructional operations and instructional resource allocation.

4. Resources Allocation Review Board.
0836 Occupational and Career Education

0836.1 The Assistant Dean, Occupational and Career Education, is responsible to the Administrative Dean of Instruction for planning, developing, coordinating, supervising and evaluating credit occupational programs in Trade and Technical education and Work Experience and for assisting the Administrative Dean of Instruction in administering Vocational Education, Industrial Arts Education, and other pre-employment programs.

A. Advises and Assists Departments (except Health Occupations) regarding:

1. Development and statement of occupational curriculum goals.

2. Development and statement of five-year academic plan as it is related to occupational education.

3. Development and statement of three-year projection of resource needs as related to occupational education.

4. Evaluation of occupational curricula.

5. Development of new occupational curricula and modifications in existing occupational curricula.

6. Preparation of justification of need for new occupational curricula.

7. Preparation of occupational course outline.


11. Recruitment and selection of occupational faculty.

12. Preparation of justification of need for new occupational personnel.

13. In-service training of occupational personnel.


15. Communication and liaison with other educational institutions and with community agencies and organizations concerned with occupational and career education.
0836.1 (continued)

16. Research and data gathering related to occupational and career education.

17. Grant and special project development related to occupational and career education.

18. Planning and development of facilities for occupational education.

19. Occupational program offerings for special sessions.

20. Administration of special occupational and career education program.

21. Development of procedures for selecting and classifying students, enforcing student regulations, placing students in employment, counseling and advising students, and conducting follow-up studies of students in occupational programs.

22. Administration of Work Experience programs.

23. Recruitment of lay leadership for service on occupational advisory committees.

24. Recruitment and selection of staff for occupational programs.

B. Develops and Prepares:

1. Programs within the guidelines of the Vocational Education Act and reports and forms required by the Chancellor of the California Community Colleges.

2. Plans for achieving goals of District for occupational and career education.

3. The District five-year Vocational Education Plan.

4. The District Work Experience Education Plan.

5. Reports on occupational and career education as required.

C. Coordinates:

1. With Assistant Dean, Educational Planning and Development, in establishing liaison with business and industry, and community agencies and organizations relative to occupational and career education.
2. Development and annual revision of the five-year Vocational Education Plan.


4. With Assistant Dean, Health Occupations in reviewing plans and programs as they relate to District Vocational Education Plans and Vocational Education Act claims.

5. With Department Chairperson in Business Education subject areas in reviewing plans and programs as they relate to District Vocational Education Plans and Vocational Education Act claims.

6. With Assistant Dean, Continuing Education (non-credit vocational education), in reviewing plans and programs as they relate to District Vocational Education plans and Vocational Education Act claims.

7. Supervision of Trade and Technical departments and vocational Work Experience programs.

8. Administration of Child Care Center.

D. Reviews:

1. Requests for new occupational curricula.

2. Requests for modifications in existing occupational curricula.

3. Occupational course outlines.

4. Budget requests for occupational programs.

5. College Catalog material related to occupational and career education except those of Health Occupations.

Performs such other duties as may be assigned by the Administrative Dean of Instruction.

0837 Student Activities and Community Services

0837.1 The Assistant Dean, Student Activities and Community Services, is responsible to the Administrative Dean, Student Services for the organization and supervision of student activities and community services.
A. Student Activities

1. Serves as overall adviser to the Associated Students and supervises events and activities of the Associated Students.

2. Advises and works with students in the area of students' needs, concerns and activities.

3. Assists student groups in developing procedures and policies for administration and conduct of student activities.

4. Recommends solutions or alternatives for problems related to student activities.

5. Supervises campus student communications, assists in the coordination of campus publicity for student activities, supervises the maintenance of campus bulletin boards, and supervises the publication of the Student Handbook.

6. Supervises the collection and disbursement of all monies for all student activities.

7. Supervises or directs the work of:
   a. Student Activities staff.
   b. Coordinator, Student Finance and Activities.
   c. Director of Athletics.

8. Supervises the development and maintenance of the co-curricular activities budget.

9. Supervises the Campus Center, student housing, lost and found, free-speech area, and parking for medically handicapped.

10. Attends meetings and conferences as appropriate and represents the College at various local, regional, and State meetings.

11. Administers the District policy on Standards of Conduct as it applies to students.

12. Instructs the Student Leadership course.

B. Community Services

1. Assists in planning and directing the community cultural activities program of the College.
2. Supervises the scheduling and arranging for the use of District or other facilities as required by various College departments or by community groups.

3. Prepares and submits budget requests for community cultural programs.

4. Supervises the work of the Community Services staff.

5. Recommends policies and procedures related to cultural activities program.

6. Plans and implements a program of community recreation.

7. Serves as liaison with related community recreation agencies and with non-college organizations which use District facilities for recreation and sports activities.

Performs such other duties as may be assigned by the Administrative Dean, Student Services.

0840 COORDINATORS

0841 Instructional Media Services

0841.1 The Coordinator, Instructional Media Services, is responsible to the Administrative Dean of Instruction for coordination, supervision, and provision of instructional media services; for supervision, maintenance, and operation of television production facilities; and for coordination of television courses offered through the Southern California Television Consortium.

A. Advises and Assists Faculty:

1. Works with and understands the needs of the teaching faculty for instructional media services.

2. Maintains current understanding of developments in educational technology.

3. Provides first-line assistance in producing appropriate instructional media.

4. Provides expert assistance and evaluation of uses of media in achieving learning objectives.
5. Studies curriculum and recommends ways to improve instruction through application of educational media.

6. Studies existing facilities to determine needed improvements to facilitate uses of instructional media.

7. Measures and evaluates the effects of media.

8. Assumes principal responsibility for building a strong collection of educational media and media equipment closely related to curricular requirements and goals.

B. Develops Plans as Appropriate:

1. Provides annual statement of goals, five-year plan, and three-year projection of resource needs for instructional media services.

2. Develops requests for budget allocations.

C. Coordinates and Provides Related Services:

1. Organizes instructional media to facilitate uses that are properly related to instructional program.

2. Provides or supervises provision of instructional media services including distribution of films and other software and equipment.

3. Schedules use of television production facilities and is responsible for repair and maintenance of television equipment.

4. Provides liaison with Southern California Television Consortium and coordinates the offering of courses by television through the Consortium.

5. Coordinates with Assistant to the Superintendent in developing grant requests related to instructional media.

6. Coordinates instructional media with library services through close cooperation with the Head Librarian.

7. Provides budget control as assigned.

8. Supervises selection, ordering, storage, and maintenance of related equipment and supplies.
9. Supervises preparation and maintenance of related equipment and supplies.

In addition to performing specific functions listed above, the Coordinator, Instructional Services, may teach one or more courses each semester and performs other staff functions as assigned by the Administrative Dean of Instruction.

0842 Student Services

0842.1 The Coordinator of Student Services is responsible to the Administrative Dean, Student Services, for the following:

A. Plans, develops, coordinates, supervises, and evaluates the program, personnel, and operation of the Financial Aids Program:

1. Supervises and works closely with the Secretary of Financial Aids in providing for work and other financial assistance for individual students.

2. Coordinates the EOA Work-Study Program on campus and off-campus and is responsible for following the guidelines established by the District and governmental agencies.

3. Develops and maintains liaison with organizations and agencies in the community which may be able to give support to the scholarship and loan program of the College.

4. Works closely with the Office of Student Services in the preparation of the grant applications.

B. Plans, develops, coordinates, supervises, and evaluates the program, personnel, and operation of the Placement Program:

1. Develops and maintains an active program to create job opportunities and work experience opportunities for students through employers and employment offices in the greater Santa Barbara community.

2. Maintains an active file and an up-to-date listing of job opportunities and makes the file available to all SBCC students.

3. Arranges placement interviews for present and former students.

C. Works closely with the instructor of general work experience in providing work experience opportunities.
0842.1 (continued)

D. Maintains close liaison with faculty, with Assistant Dean of Career and Occupational Education, and with all offices of the College during the development of occupational programs related to work experience opportunities; assists in job placement for work experience.

E. Interviews and counsels with students regarding career planning and curricular and employment progress.

F. Conducts follow-up studies related to financial aids, placement, and general work experience as necessary.

G. Works with all appropriate College offices and staff to improve and expand aids and services to minority and disadvantaged students.

H. Maintains up-to-date files on all related programs and provides data and reports for all programs as required.

Performs such other duties as may be assigned by the Administrative Dean, Student Services.
POLICIES GOVERNING ADMINISTRATORS

SALARIES

Administrative salaries are determined by the Board of Trustees on the basis of the Superintendent/President's recommendation in cooperation with an administrative salary committee and/or by the Board acting on its own initiative.

Daily rates of pay for deans are computed by means of the following formula:

\[ \text{Daily rate} = \frac{\text{Annual Salary}}{\text{Number of Working Days}} \]

Daily rates of pay for assistant deans and coordinators are computed by means of the same formula except that the daily rate is reduced by ten percent for each level below administrative dean, and the number of working days is adjusted in accordance with the number required for performance of the job. The number of working days in any given year depends upon the Working Days Schedule as approved by the Board of Trustees of the District.

WORKING DAYS

The Superintendent/President, administrative deans, assistant deans, and coordinators, are twelve calendar month employees. The annual assignment of coordinators is determined on an individual assignment basis. The number of working days may vary according to the Working Days Schedule as approved by the Board of Trustees.

HOLIDAYS

Administrators shall not be required to work on those days designated as legal holidays and Board holidays on the College Calendar as approved by the Board of Trustees except for the working days during the Christmas and Spring recesses.

The working days during the Christmas and Spring recesses for which the instructional staff and students are not required to be in attendance are not Board holidays for the administrative staff if their services are required in order to fulfill the responsibilities of their respective positions or to facilitate the operations of the District.

VACATIONS

Excepting certificated persons employed in administrative positions as listed below, the amount of annual vacation for persons employed in any position requiring certification qualifications shall be the amount of time not required to render service to the District.
0940.2 Certificated personnel who are employed in the following administrative positions shall be entitled to 22 working days vacation per school year excluding Saturdays, Sundays, Board and legal holidays. Vacation days shall be taken at the convenience of the District and customarily during the current or the next succeeding College year. The positions covered by this section are the Superintendent, administrative dean, director, assistant dean, and twelve-month coordinators. In accordance with 0930.2 administrators may take one calendar week vacation at Christmas and three working days during Spring recess in addition to their annual vacation.

0940.3 Administrative personnel employed for less than twelve months including those serving in "acting" or "substitute" positions shall be entitled to vacation in addition to the legal and Board holidays. Vacation days for such personnel shall be accumulated at 1.833 days per month.

0940.4 Newly employed administrative personnel shall not schedule any vacation during the first six months of their employment, unless by special permission of the Superintendent/President.

0941 Vacation Credits

0941.1 Vacation credits may be carried over to the next succeeding year, but in no event shall administrative personnel accumulate vacation credits in excess of what would be normally earned in two college years.

** 0942 Vacation Compensation Upon Termination

0942.1 In the event of termination of employment by resignation or retirement, a certificated employee who is employed in an administrative position shall be entitled to compensation not to exceed 30 days of vacation allowance earned but unused preceding such resignation or retirement. Said compensation is to be at the annual rate of salary effective during the year in which the vacation credit was earned.

a. Vacation allowance compensation shall be paid in a lump sum on a supplemental payroll. No deduction shall be made for retirement purposes.

0942.2 If a certificated employee who is employed in an administrative position designated above has no accrued vacation allowance for previous years and takes all or a portion of the vacation allowable for the current college year and subsequently fails to serve the District for a full year, an amount equivalent to the number of days of used but unearned vacation so taken shall be deducted from the final salary warrant drawn payable to said administrative employee.

* Amended by Board action 6/14/73
** Amended by Board action 7/13/72
0950 ABSENces

0950.1 The term "absence" as used in this and supporting sections, and as differentiated from the term "leave of absence" used in other sections of Board policy, means absence from assigned duty for a period of time that will be of short duration, or that may not be specifically determinable in advance.

0950.2 With the exception of jury duty, administrators shall be subject to all policies pertaining to absences that are in effect for other certificated employees of the District.

0951 Jury Duty

0951.1 Because of the issue of the "qualified substitute" for administrative tasks, the absence of administrators from their assigned duties to serve on a jury may in most cases be considered a hardship for the District, and a request may be made by the District to excuse administrators from jury duty.

0960 LEAVES OF ABSENCE

0960.1 The term "leave of absence" as used in this and supporting sections, and as differentiated from the term "absence" used in other sections of Board policy, means an extended absence from duty that, excepting for long-term military leaves provided by State law, shall be for a prescribed period of time specifically authorized by the Board of Trustees. Excepting for such long-term military leaves, a leave of absence shall be granted for not to exceed one college year at a time, and normally shall not be extended beyond a second college year.

0960.2 With the exception of the sabbatical leave, administrators shall be subject to all policies pertaining to leaves that are in effect for other certificated employees of the District.

0961 Sabbatical Leave for Administrators

* 0961.1 In addition to the provisions for sabbatical leave in Education Code Sections 87767-87775, any full-time administrator who has served the Santa Barbara Community College District for six consecutive years may be granted an administrative sabbatical leave for two months which may be added to the one-month vacation already earned when pertinent. Compensation while on leave is to be at full pay. There is to be no additional cost to the District, since other administrators will assume the duties of the administrator on leave. The number of administrators who may be on leave at one time is a matter of discretion on the part of the administration and the Board of Trustees.

* Amended by Board action 2/14/74
RECRUITMENT AND SELECTION OF ADMINISTRATIVE PERSONNEL

General Policy

It is the policy of the Santa Barbara Community College District to provide for the recruitment and selection of highly qualified administrative personnel and to seek advice from faculty, students, and classified personnel in the screening of candidates.

Replacement or filling of administrative positions will be considered, when possible, during the college year when regular personnel are available. It is understood that it may be necessary in an emergency for the administration to recommend, and for the Board to approve, an interim appointment to any administrative position covered in this policy. Such interim appointments shall terminate one month following the beginning of the next regular semester.

Authorization

1020.1 In accordance with Education Code Section 72400, the Board of Trustees shall "fix and prescribe the duties to be performed by all persons in public service in the District."

1020.2 In accordance with Education Code Section 72290, the Board of Trustees shall "employ and assign all personnel not inconsistent with the minimum standards adopted by the Board of Governors."

1020.3 In accordance with Education Code Section 72413, the Superintendent shall, "Subject to the approval of the governing board, assign all employees of the district employed in positions requiring certification qualification, to the positions in which they are to serve."

Administrative Rules and Regulations

1030.1 The Superintendent shall establish procedures for the implementation of District policies regarding recruitment and selection of administrative personnel.

1030.2 In the event of a vacancy or a pending vacancy in the position of Superintendent/President, the Superintendent/President or acting Superintendent/President shall recommend to the Board of Trustees procedures for recruitment and selection of a Superintendent/President. Such recommendation shall provide for participation in the screening process by faculty, students, and classified personnel.

1030.3 All openings for administrative positions shall be well publicized, especially within the College, well in advance of hiring.
1030.4 Selection shall be based entirely upon the qualifications of the candidate without regard to race, creed, sex, color, ancestry, or national origin. An applicant from outside the College shall receive consideration equal to that given to an applicant from the present faculty or staff.

1100 EVALUATION OF ADMINISTRATORS

* 1100.1 Each administrator shall be evaluated in accordance with established procedures for evaluation of certificated personnel.

* Amended by Board action 11/18/76