POLICIES
FOR
ADMINISTRATORS
OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

By the Board of Trustees:

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

Dr. Peter R. MacDougall, Superintendent/President

Revised September, 1973
Revised Board Meeting of 7/13/78
Revised ________
INDEX

0700  ORGANIZATION OF THE ADMINISTRATION (Organization Chart)

0800  ADMINISTRATIVE OFFICERS AND THEIR RESPONSIBILITIES

0810  SUPERINTENDENT/PRESIDENT
  0811  Business Manager
  0812  Director of Personnel/Affirmative Action Officer

0820  ADMINISTRATIVE DEANS
  0821  Continuing Education
  0822  Instruction
  0823  Student Services

0830  ASSISTANT DEANS
  0831  Continuing Education
  0832  Educational Planning and Development
  0833  Health Technologies
  0834  Instructional Operations
  0835  Occupational and Career Education
  0836  Student Services

0840  COORDINATORS
  0841  Instructional Media Services
  0842  Student Development
  0843  Student Operations

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  Administrative Sabbatical Leave Policy
1000 RECRUITMENT AND SELECTION OF ADMINISTRATIVE PERSONNEL
1010 GENERAL POLICY
1020 AUTHORIZATION
1030 ADMINISTRATIVE RULES AND REGULATIONS
1100 EVALUATION OF ADMINISTRATORS
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 and salary negotiations.

c. The development and implementation of the Affirmative Action Program and 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.
0810.3 a. (continued)

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

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) Recommendation 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 training.

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 Business Manager

0811.1 The Business Manager is responsible to the Superintendent/President for organizing, developing and administering the business services of the district.

a. Advises and assists faculty and staff in:

1) Budget preparation and allocation of resources by serving as advisory member of Division Council and voting member of College Planning Committee.

2) Utilization of support services of the district including: maintenance, printing, duplicating, purchasing, facility planning, parking, accounting, payroll, risk management, transportation, community services.

b. Advises and assists the Superintendent/President in:

1) Development and evaluation of plans, policies and procedures related to business services.

2) Interpretation and application of pertinent laws and regulations.

3) Analysis and recommendations concerning current fiscal legislation.

4) Long-range planning affecting finance, facilities and operations of the district.

5) Fiscal aspects of collective bargaining.

6) Analysis of instructional programs for the effect on fiscal resources and liability exposures to the district.

c. Develops and prepares:

1) Annual budget of the district.

2) Projections of resources and anticipated expenditures.

3) Projections of resource allocations.

4) Schedule of payments for all district capital construction and improvement projects.
0811.1 c. (continued)

5) Business Services agenda items for the Board of Trustees and subcommittees.

6) Cost analysis of programs.

d. Administers, directs or coordinates:

1) District insurance and self-insurance programs.

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 and agreements.

6) District bond sales.

7) Joint use agreements with the City of Santa Barbara or other school districts.

e. Supervises:

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

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

3) Facilities development and building construction.

4) Acquisition or sale of district property or facilities.

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

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

7) Fiscal aspects of food services.

8) District risk management safety operations.

9) District central duplicating and printing services.

10) District central switchboard and mail services.

11) Compliance with Cal-OSHA requirements.
0811.1 (continued)

f. 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.

3) Reports for reimbursements for State and Federal funds.

4) Applications for external funding which have budget implications.

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

g. Approves/disapproves:

1) All contracts and agreements prior to execution by the district.

2) Requests for funding by departments within the Business Services cost center.

3) Requests for budget transfer.

4) Requests for use of facilities.

5) Tax sheltered annuity agreements.

6) Payment requests for construction projects.

7) Requests for overtime for classified employees.

8) Vacation requests for Business Services personnel.

In addition to performing the functions listed above, the Business Manager performs such other duties as may be assigned by the Superintendent/President.
0812 Director of Personnel/Affirmative Action Officer

0812.1 The Director of Personnel/Affirmative Action Officer is responsible to the Superintendent/President for the planning, organization, and direction of all district personnel functions except those related to Continuing Education certificated staff; to be responsible for administration, maintenance, and implementation of the district's Affirmative Action Program.

a. Directs and administers the certificated and classified personnel program including recruitment, safety, classification and pay, manpower planning, employee benefit programs, training and staff development, and employer-employee relations.

b. Supervises the certificated credentialing process.

c. Interprets and applies laws, policies, procedures, rules and regulations as related to personnel administration.

d. Supervises employees assigned to the Personnel Department.

e. Serves as coordinator and developer of policies for both certificated and classified personnel.

f. Maintains close liaison with appropriate administrative personnel.

g. Develops data essential to implementation of the Affirmative Action policy including analysis in the following areas:

...composition of the work force including distribution of employees by ethnic group, sex, occupational categories, salary levels, and employment levels within the District;

...number and proportion of women and minority persons available within the appropriate labor market for occupational categories;

...possible existence of inequities within present job classifications and between similar jobs with different titles and comparable duties and responsibilities; and

...effectiveness of the recruitment of women and minority persons.

h. Recommends changes in the procedures of the Affirmative Action Program to increase its effectiveness.
i. Supervises the development of a variety of reports relating to Affirmative Action which are required by state and federal agencies.

j. Serves as head of the Affirmative Action Committee and represents the District at meetings and conferences on matters relating to Affirmative Action and Equal Employment Opportunity programs.

k. Performs such other duties as may be assigned by the Superintendent/President.
Continuing Education

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:

a. Supervises the preparation of the Schedule of Classes for printing and distribution to the community as well as disseminating information concerning the activities of the Division.

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

f. Works closely with the Chancellor's Office in all matters affecting non-credit continuing education classes.

g. Develops an annual calendar for the Division.

h. Supervises the payroll of the Division.

i. Meets regularly with the Continuing Education Citizens' Advisory Council and its subcommittees to determine concerns and needs in community education programs.

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

k. Meets periodically with the officers of the Continuing Education Instructors' Association.

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

m. Supervises the Assistant Deans and Program Planning Assistants in program planning and development.

n. 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 Technologies; Assistant Dean, Instructional Operations; and Assistant Dean, Occupational and Career Education.

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 three-year educational plans.

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 of faculty.

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

i. Works closely with the Administrative Dean, Continuing Education, in the continuing evaluation of the total course offerings.
0822.1 (continued)

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

k. Maintains a current file of course outlines.

l. Performs such other duties as may be assigned by the Superintendent/President.
The Administrative Dean of Student Services is responsible to the Superintendent/President for the administration and supervision of Student Services and for coordinating, supervising and evaluating the following offices/programs: Counseling and Guidance, Health Office, Admissions and Records, Security, Bookstore, E. O. P. S., Financial Aids, Career Center, Placement Office, Student Activities, and Intercollegiate Athletics.

a. Coordinates, supervises and evaluates the activities of the Student Services support staff including: Assistant Dean, Student Services; Coordinator, Student Development; Coordinator, Student Operations; Financial Aids/E. O. P. S. Specialist; Student Activities Coordinator; Nurse; Counselors; Director of Athletics; Head of Security; and the Bookstore Manager.

b. Provides the basic communications within the college regarding: special needs of students; the objectives, functions and needs of Student Services programs; the formulation and evaluation of college policies; and problem solving on college-wide issues.

c. Coordinates with the Dean of Instruction and the Assistant Deans within the Instructional Program to insure proper use of resources and completion of college-wide tasks.

d. Coordinates and develops a budget based upon projected staff and material resources required to implement future Student Services needs. Coordination of planning among all Student Services departments culminating in the production of the Five-Year Master Plan is a major responsibility.

e. Coordinates the overall planning within departments and with other administrative staff on a regular basis. The end product is clarity and understanding by each staff member of the objectives they seek to accomplish and the means they are employing to do so.

f. Provides for the application of student services and college policies on a daily basis in order to insure effectiveness, immediate solving of problems, efficient utilization of staff and completion of assigned duties.

g. Coordinates and supervises the college's annual graduation ceremony.
h. Participates in student services and college-wide committees representing the Student Services Program and the students.

i. Establishes, develops and maintains positive interrelationships with high schools, colleges, and universities on matters related to articulation, admissions and course approval.

j. Provides for the administration of student discipline and due process for students.

k. Performs such duties as may be assigned by the Superintendent/President.
0831.1 The Assistant Dean of Continuing Education (1) is responsible to the Administrative Dean, Continuing Education, for assisting with the development, supervision, and evaluation of curriculum offerings with special responsibility for the supervision and coordination of courses in assigned 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, repair, and upkeep of buildings and grounds at the Santa Barbara Center.

d. Manages Student Body funds and Continuing Education Center bookstores.

e. Supervises classified staff in the performance of their respective duties.

f. Supervises the Adult Evening High School and the GED testing program.

g. Develops, coordinates, and supervises short courses, seminars, forums, and workshops.

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

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

0831.2 The Assistant Dean of Continuing Education (2) is responsible to the Administrative Dean, Continuing Education, for assisting with the development, supervision, and evaluation of curriculum offerings with special responsibility for the supervision and coordination of courses in assigned areas.

a. Develops proposals for Federal and State funding and supervises curriculum offerings under guidelines prescribed by existing Federal and State manpower programs.

b. Supervises maintenance, repair, and upkeep of buildings and grounds at the Goleta Center.
0831.2 (continued)

c. Develops, coordinates, and supervises short courses, seminars, forums, and workshops.

d. Works closely with the Assistant Deans of Instruction, Occupational and Career Education, Evening College, and Health Technologies to plan, offer and supervise non-credit offerings.

e. Evaluates the needs of the disadvantaged and handicapped and offers classes to meet these needs.

f. Supervises classified staff in the performance of their respective duties.

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

h. Plans, develops, coordinates, supervises, and evaluates the apprenticeship and skill center programs.

i. Performs other duties as may be assigned by the Administrative Dean of Continuing Education.
0832 Educational Planning and Development

0832.1 The Assistant Dean of 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 three-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.

8) Development of schedule of classes for the fall semester.

b. Assists the Administrative 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.

3) Participating in preparation of the Schedule of Classes for fall semester.

c. Develops and prepares:

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

2) College statement of instructional goals and three-year academic plan.
0832.1 (continued)

3) Five-year educational plan.

4) Proposals for in-service training of certificated staff.

5) Budget requests arising from in-service training programs.

6) Institutional plans for improvement of instruction.

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

8) Resource materials files pertaining to improvement of instruction for the college at large.

9) Information periodically on instruction projects, workshops, seminars and travel for 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 College Planning Council.

2) Coordinates the updating and filing of course outlines.

3) Coordinates 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 (non-vocational/occupational).

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

7) Orientation of new certificated personnel.

8) Evaluation of certificated personnel in accordance with established college policy.

9) In-service training for certificated personnel including teaching methods and subject matter.
0832.1 d. (continued)

10) Budget control of in-service training projects and Innovative Projects.

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

12) Integration of alternative instructional resources.

13) Annual updating of the Faculty Handbook.

14) Development of a curriculum resource center for the improvement of instruction, curriculum, and educational planning.

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

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

e. Serves as a resource person to:

1) Cluster Leaders' Council.

2) Representative Council and its committees.

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

4) Faculty members granted funds for Innovative Projects.

5) Faculty efforts in the instructional development process by:
   -- Solving educational problems.
   -- Developing alternate modes of instruction.
   -- Creating new courses.
   -- Revising existing courses.

Performs such other duties as may be assigned by the Administrative Dean of Instruction.
0833 Health Technologies

0833.1 The Assistant Dean of Health Technologies is responsible to the Administrative Dean of Instruction for planning, developing, coordinating, supervising, and evaluating all Health Technology programs and the Developmentally Handicapped Program.

a. Advises and assists faculty in:
   1) Setting of professional goals.
   2) Preparation of course outlines.
   3) Evaluation of personnel (certificated and classified).
   4) Evaluation of instruction.
   5) Preparation of budget requests.
   6) Handling of matters affecting students as needed--and as requested by faculty, administration, and students.
   7) Processing of complaints and/or grievances.
   8) Planning, development, and repair of facilities.

b. Advises and assists Representative Council and appropriate college committees in:
   1) Development of policy related to instructional services.
   2) Providing necessary information for decision-making processes.

c. Advises and assists the Office of Instruction in:
   1) Development of procedures for instructional services.
   2) Recruitment, selection, orientation, and in-service training of personnel.
   3) Development of the Class Schedule.
   4) Yearly revision of the College Catalog.
   5) Analysis of faculty utilization.
   6) Providing necessary information regarding faculty and/or instruction problems.
7) Establishment of liaison and communication with other departments, other educational institutions, lay advisory groups, business and industry, and related community agencies and organizations.

8) Selection of criteria for evaluation of instruction.


10) Analysis of facility utilization.

11) Recommendations for improvement(s) within Health Technology Programs and the Developmentally Handicapped Program.

d. Develops and prepares:

1) Statement of goals for all programs and goals for the future.

2) Five-year academic plan for areas of responsibility.

3) Requested reports for all curricula.

4) Requests for new programs, classes, etc.

5) Requests for budget allocations.

6) Requests for personnel, rooms, offices, and special facilities for all programs and classes.

7) Requests for pertinent research and for special grants and projects in areas of responsibility.

8) Requests for instructional support services including library, audio-visual, laboratory teaching assistants, learning resources, and tutorial services.

9) Requests for alterations and improvements in facilities, and for new facilities.

10) Information related to departmental offerings, selection criteria, Evening Division classes, Summer Session, and Instructional TV.

e. Coordinates:

1) Activities of Health Technology Programs related to planning, development, curriculum, instructional
0833.1 e. 1) (continued)

procedures, equipment and supplies, book orders, printing and duplicating, faculty recruitment, orientation and evaluation, and articulation with related agencies and educational institutions.

2) Communication and liaison between programs and administrative offices for support services: budget, personnel, and evaluation of personnel.

3) Preparation of reports as required by state and national agencies established to control and accredit special programs.

4) With Assistant Dean, Occupational and Career Education, in the preparation of reports required by the Chancellor's Office and/or V. E. A.

5) With Assistant Dean, Continuing Education, planning and development of non-credit health-related courses.

6) Maintenance of official records related to Health Technology Programs.

7) All procedures for criteria and selection of students.

f. Approves:

1) Issuance of equipment, supplies, books, and other instructional support materials.

2) All requests or purchase orders for equipment, supplies, library materials, audio-visual materials, textbooks, and printing and duplication.

Performs such other duties as may be assigned by the Administrative Dean of Instruction.
0834 Instructional Operations

0834.1 The Assistant Dean of 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.

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) Space utilization.

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 off-campus, non-credit Continuing Education classes.

4) Assignment of personnel for special sessions.

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

6) Submission of schedules to the Chancellor's Office of the California Community Colleges.

7) Development of college three-year projection of instructional resource needs.

8) Analysis of instructional facility utilization.

9) Allocation of instructional space.

10) Supervision of the Learning Assistance Center, Tutorial Center, Essential Skills Program, and Bilingual Instructional Aide Program.
0834.1 (continued)

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.

Performs such other duties as may be assigned by the Administrative Dean of Instruction.
The Assistant Dean of Occupational and Career Education is responsible to the Administrative Dean of Instruction for planning, developing, coordinating, supervising and evaluating credit occupational programs in applied science, 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 Technologies) 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 modification in existing Occupational curricula.

6) Preparation of justification of need for new Occupational curricula.

7) Preparation of Occupational course outline.

8) Criteria for evaluation of Occupational instruction.

9) Measurement of outcomes in Occupational instruction.


11) Recruitment and selection of Occupational faculty.

12) Preparation of justification of need for new Occupational personnel.

13) In-service training of Occupational personnel.

14) Development of budget requests for new Occupational programs.
0835.1 a. (continued)

15) Communication and liaison with other educational institutions and with community agencies and organizations concerned with Occupational and Career Education.

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.

b. Develops and prepares:

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

2) Plans for achieving goals of the district for Occupational and Career Education.

3) The District Vocational Education Plan.

4) Reports on Occupational and Career Education as required.

c. Coordinates:

1) Liaison with business and industry, and community agencies and organizations relative to Occupational and Career Education.
0835.1 c. (continued)

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

3) 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.

4) 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.

5) Supervision of Applied Science departments and vocational Work Experience programs.

6) 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 Technologies.

Performs such other duties as may be assigned by the Administrative Dean of Instruction.
0836.1 The Assistant Dean of Student Services is responsible to the Administrative Dean of Student Services for the planning, implementation, administration, and evaluation of the Extended Opportunity Program and Services (E.O.P.S.), Financial Aids Office and the Student Activities Office.

a. Arranges for E.O.P.S. program planning and implementation with the E.O.P.S./Financial Aids Specialist to provide positive encouragement to low income students who may have economic, cultural, language or academic barriers to scholastic success by:

1) Providing for Special Program Advisors to assist E.O.P.S. students.

2) Assisting peer counselors and tutoring program with in-service training.

3) Coordinating cultural programs with Special Program Advisors, Cultural Programmers and E.O.P.S. Advisory Committee.

4) Coordinating a recruitment program with the Counseling and Financial Aids staff.

5) Supervising the E.O.P.S. student club, newspaper and Advisory Committee.

6) Coordinating with the instructional program a curriculum based upon the changing needs of the E.O.P.S. students.

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

1) Supervises and works closely with the E.O.P.S./Financial Aids Specialist in providing for work and other financial assistance for individual students.

2) Coordinates the Work-Study Program on-campus and off-campus and is responsible for following the guidelines established by the district and government 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) Develops with Financial Aids staff the preparation of the grant applications/proposals.
c. Works closely with the Director of Co-op Work Experience in providing work experience opportunities.

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

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

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

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

h. Arranges for a Student Activities program with the Student Activities Coordinator which provides students with the opportunity to be better prepared to participate in a democratic society. Is responsible for program development, implementation and evaluation of:

1) Student government and activities
2) Inter-club Council
3) Inter-campus student communication
4) Co-curricular activities
5) Cheerleader activities
6) Intercollegiate athletics
7) Student representative to Board of Trustees

i. Administers the District Policy on Standards of Conduct (Grievance Procedures) as it applies to students.

j. Attends three classes in Personal Leadership Development.

k. Supervises the Lost and Found and Housing List in the Student Activities Office.

l. Coordinates a student recruitment program with the E.O.P.S. Office, Financial Aids Office and the Counseling staff.

Performs such other duties as may be assigned by the Administrative Dean of Student Services.
The Coordinator of Instructional Media Services is responsible to the Administrative Dean of Instruction for coordination, supervision, and provision of instructional media services and for supervision, maintenance, and operation of television production facilities.

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.
0841.1  c. (continued)

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) Coordinates with Administrative Assistant to the Superintendent/President in developing grant requests related to Instructional Media.

5) Coordinates Instructional Media with Library Services through close cooperation with the Head Librarian.

6) Provides budget control as assigned.

7) Supervises selection, ordering, storage, and maintenance of related equipment and supplies.

8) Supervises preparation and maintenance of related equipment and supplies.

In addition to performing specific functions listed above, the Coordinator, Instructional Media Services, may teach one or more courses each semester and performs other staff functions as assigned by the Administrative Dean of Instruction.
0842 Student Development

0842.1 The Coordinator of Student Development is responsible to the Administrative Dean of Student Services for planning, implementation, administration and evaluation of Counseling Center, Career Resources Center, Placement Office and Health Center.

a. Provides for a coordinated program which addresses the special counseling needs of students.

b. Develops and coordinates programs which support the educational program needs of students and provides services that complement or reinforce those other components.

c. Provides for coordinated recruitment activities with the Assistant Dean of Student Services and Coordinator of Student Operations, such as SBCC Preview, visitation to local schools, All College Night, campus tours, visitations to four-year institutions, College Day, Career Day, Welcome Week, etc.

d. Coordinates student development activities (Women's Re-entry Seminars, Gender Equity programs, foreign student programs, career seminars, health education programs) with other relevant student activities.

e. Develops a system for tracking students through assistance received.

f. Evaluates student program planning system and recommends changes and/or improvements.

g. Evaluates and assists in creating Personal Development classes.

h. Coordinates the health care services of primary health screening, first aid and emergency care, and referrals.

i. Supervises the Placement Office with the Career Center Counselors.

j. Coordinates the activities of the Student Development area with relevant instructional components, i.e., Career Resource Center/Co-op Work Experience, Counseling/Department Heads.

k. Coordinates the Student Development activities with other relevant student activities and programs, i.e., Student Activities, E.O.P.S. activities, Admissions and Records, Financial Aids, Co-curricular programs, Bookstore, and Intercollegiate Athletics.
0842.1 (continued)

1. Develops a program which assists the transfer student.

m. Develops a coordinated retention program which works closely with faculty and students.

n. Assists students with their individual concerns related to personal or college problems.

Performs such other duties as may be assigned by the Administrative Dean of Student Services.
0843 Student Operations

0843.1 The Coordinator of Student Operations is responsible to the Administrative Dean of Student Services for planning, implementation, and evaluation of the college admissions and registration procedures; coordination and supervision of the Veterans Program; and supervision of the Bookstore and Campus Security.

a. Coordinates the campus-wide programs of registration, student readiness, and pre-admissions procedures.

b. Arranges for the overall management of reports and publications related to admissions and records by:

1) Auditing the statistical reports from Data Processing and coordinating them for submission for local, state, and federal reports.

2) Estimating future enrollments for reports, surveys, budget preparation, etc.

3) Preparing faculty notices regarding academic and attendance reports (rosters, program changes, grade report forms, etc.).

4) Preparing a data processing calendar.

5) Reviewing the overall admissions and registration procedures.

c. Arranges the overall management of Records staff and maintenance of scholastic records by:

1) Reporting student status regarding Social Security, insurance, loans, etc.

2) Preparing probation and dismissal notices, permits to register, appointment cards, etc., for mailing.

3) Updating and correcting student programs.

4) Adjusting the permanent record cards for grade changes.

5) Distributing class lists, rosters, positive attendance reports.

6) Answering requests by students regarding their records, college policies.

7) Answering requests for student achievement records from schools, business, etc.
0843.1 (continued)

d. Coordinates the management of the registration process by:

1) Creating a priority listing with time, dates and number of students.

2) Assisting in preparation of student information for Schedule of Classes and for campus and outside media.

3) Maintaining daily registration counts and reporting to college administration.

4) Managing program change procedures.

e. Overall management of Admissions and Records Office by:

1) Counseling individuals and groups regarding college admission procedures, grading regulations, residency and visa regulations.

2) Creating the College Calendar for college approval.

3) Assisting faculty members interpreting the attendance accounting procedures available in the development of new courses or re-design of present courses.

4) Determining eligibility of candidates for A.A./A.S. degrees and certificates which are awarded.

5) Compiling research on student characteristics.

6) Coordinating the preparation and management of the annual budget.

7) Assisting the Office of Instruction in preparation of the College Catalog and Schedule of Classes.

8) Selecting a staff of clerical personnel and student workers.

f. Coordinates the Veterans Program by:

1) Supervising statistical report preparation.

2) Coordinating the processing of forms for Veterans' Administration educational assistance, checking grades, and releasing checks.

3) Supervising the submission of appropriate reports to the Veterans' Administration.
g. Arranges for the management of the College Bookstore by:
   
   1) Assisting with long-range planning and coordination with the college.
   
   2) Assisting with budgeting and its coordination with the Co-curricular Budget.

h. Coordinates the Campus Security Program by:
   
   1) Interpreting the college policies to students, faculty, and the community.
   
   2) Coordinating the parking concerns/problems with campus activities.
   
   3) Coordinating the development of new policies for implementation.
   
   4) Following up on individual student problems and concerns.

Performs such other duties as may be assigned by the Administrative Dean of Student Services.
0900  POLICIES GOVERNING ADMINISTRATORS

0910  SALARIES

0910.1 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.

0910.2 Daily rates of pay for deans are computed by means of the following formula:

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

0910.3 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 approximately 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.

0920  WORKING DAYS

0920.1 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.

0930  HOLIDAYS

0930.1 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.

0930.2 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.
0940 VACATIONS

0940.1 Excepting certificated persons employed in administrative positions as listed below, the amount of annual vacation for persons employed in any position requiring certifica-
tion qualification 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, Sun-
days, 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/President, administrative deans, assistant deans, and twelve-month coordinators. In accordance with 0930.2 administra-
tors may take one calendar week at Christmas and three working days during spring recess as holidays 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 employ-
ment 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 accumu-
late 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 compensa-
tion 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.

0950 ABSENCES

0950.1 The term "absence" as used in this and supporting sections, 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 Administrative Sabbatical Leave Policy

0961.1 Purpose of Leave

Sabbatical leave may be granted to certificated administrative personnel for the purpose of carrying out an approved program which will benefit the district and the administrator. Consideration will be given to programs which involve professional development, the completion of requirements of an academic degree, which involve an organized program of study or research, or which involve a project to develop or revise an administrative function of the Santa Barbara Community College District. Leave is not granted as a reward for work already performed, but rather as a means of preparing for improved service in the future.

0961.2 Eligibility

Any certificated administrator who has satisfactorily completed a sequence of six full years of certificated service in the district is eligible to apply for such leave.

0961.3 Term of Leave

An administrative sabbatical leave may be for two months with full pay, or one semester at three-fourths pay. Administrative vacation time up to 22 days may be combined with either leave.

0961.4 Replacement

In the case of the two-month sabbatical leave, other administrators will assume the duties of the administrator on leave at no cost to the district.

In the case of a one-semester sabbatical leave, the administrator will be replaced on a temporary basis by someone selected by the Superintendent/President and approved by the Board of Trustees or by another administrator who, in turn, will be replaced by someone else.

0961.5 Applications

Applications for leave and a detailed plan for use of the sabbatical period will be submitted to the President's Cabinet for review. Application for the two-month sabbatical must be submitted at least six months in advance. Application for the one-semester sabbatical must be submitted at least one year in advance.
0961.5 (continued)

The direct supervisor of the administrator requesting a sabbatical will review the application and make a recommendation to the appropriate administrative dean or Business Manager. The administrative dean or Business Manager will review the application and make a recommendation to the President's Cabinet. Approval by the administrative dean or business manager indicates that sufficient administrative coverage will be provided and that funds have been budgeted for replacement in the case of the one-semester sabbatical leave. The President's Cabinet will review all applications and will submit its recommendations to the Superintendent/President.

0961.6 Report on Sabbatical Leave

Within sixty days after returning to duty the administrator will submit to the Superintendent/President a written report covering the period of sabbatical leave. When applicable, a transcript or other evidence of completion of the planned program will accompany this report.

The applicant will agree to serve the district for at least twice the period of the leave following completion of the leave. A letter of indemnification for sabbatical leave must be signed and notarized.
1000 RECRUITMENT AND SELECTION OF ADMINISTRATIVE PERSONNEL

1010 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.

1020 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."

1030 ADMINISTRATIVE RULES AND REGULATIONS

1030.1 The Superintendent shall establish procedures for the implementation of District policies regarding recruitment and selection of administrative personnel (follows Section 1100).

1030.2 In the event of a vacancy or a pending vacancy in the position of the Superintendent/President, the Superintendent/President, or Acting Superintendent/President, will prepare recommendations for procedures to be followed. Such procedures will provide for participation in the screening process by administrators, faculty, students, and classified personnel. Recommended procedures will be referred to the Representative Council of the Academic Senate for reactions and suggestions before being submitted to the Board of Trustees for approval.

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.
Recruitment and Selection of Certificated Administrative Personnel - Procedures:

This manual contains procedures for implementing District policy in the recruitment and selection of certificated administrative personnel.

I. Pre-selection Procedures

A. Proposals for new administrative positions or major changes in administrative responsibilities will be referred to the Representative Council of the Academic Senate for reactions and suggestions before recruitment and selection procedures are initiated.

B. At the time of a vacancy or a pending vacancy in an administrative position, job specifications and qualifications for the position will be reviewed.

C. Specifications and qualifications will be prepared by the Superintendent/President and submitted to the Board of Trustees for approval.

D. Announcements of the position including job specifications and qualifications will be publicized both on campus and off campus.

E. A selection committee will be established to conduct screening of candidates' applications and papers and to interview candidates selected in the screening process. The committee membership will consist of:

3 faculty members appointed by the Representative Council (for positions related to the credit program);

OR

3 faculty members appointed by the President of the Continuing Education Instructors' Association (for positions related to the non-credit program);

AND,

1 student appointed by the Associated Student Senate (for positions related to the credit program);

OR

1 representative of the Continuing Education Citizens Advisory Committee who is a student in the Continuing Education Division (for positions related to the non-credit program);

AND,

2 classified employees appointed by the Superintendent/President, and

2 administrators appointed by the Superintendent/President.
II. Selection Procedures

A. The Director of Personnel shall screen all applications to determine which candidates meet the position's minimum qualifications. Those candidates which meet the minimum qualifications shall be referred to the selection committee.

B. The committee will elect its own chairperson by simple majority vote of those committee members present and voting at the first meeting of the committee.

C. The committee, in consultation with the Director of Personnel Services/Affirmative Action Officer, will develop its own procedures for selecting candidates for recommendation to the Superintendent/President.

D. Voting will be by secret ballot and deliberations kept confidential in the committee.

E. The selection committee will recommend not less than three (3) candidates for each position.

F. Committee member interview forms and comments will be signed by committee members and, upon request by the Superintendent/President, will be submitted to the Superintendent/President with the recommended list.

G. The list of those recommended will be transmitted to the Superintendent/President in writing within twenty-four hours after the final interview.

H. When the committee agrees that there are no applicants it can recommend to the next step in the procedure, it may request that the Superintendent/President reinstitute the procedure by obtaining more applicants to screen or to interview.

III. Selection/Final Recommendation

A. The Superintendent/President shall interview the recommended candidates and may conduct any further check of the candidates as he desires. If one or more of the candidates is found to be satisfactory, one candidate will be recommended to the Board of Trustees in Closed Session. If no satisfactory candidate is found among those recommended, the Superintendent/President will request further recommendations.

B. The Board of Trustees may desire to conduct an interview of the candidate in Closed Session.

C. Final approval is by the Board of Trustees in an open meeting.

IV. Selection Procedures for Superintendent/President

In the event of a vacancy or a pending vacancy in the position of Superintendent/President, the Superintendent/President or Acting Superintendent/President will prepare recommendations for procedures to be followed. Such procedures will provide for participation in the screening process by administrators, faculty, students, and classified personnel. Recommended procedures will be referred to the Representative Council of the Academic Senate for reactions and suggestions before being submitted to the Board of Trustees for approval.