POLICIES
FOR
ADMINISTRATORS
OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

By the Board of Trustees:

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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 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 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, Staff Development Plan.
a. (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 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.

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

6) Cost analysis of programs.
0811.1 (continued)

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.

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

0812.1 The Director of Personnel is responsible to the Superintendent/President for the planning, organization, and direction of all district personnel functions; 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 (collective bargaining/negotiations).

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.
The Vice President 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 Vice President, Academic Affairs, in a continuous evaluation of the total course offerings of Santa Barbara City College.

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

n. Performs such other duties as may be assigned by the Superintendent/President.
The Vice President, Academic Affairs 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: Dean, Occupational and Career Education; (3) Deans of Instructional Services; Assistant Dean, Instructional Media 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 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 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 Vice President, Continuing Education, in the continuing evaluation of the total course offerings.

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.
0823.1 The Vice President, Student Affairs 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 Affairs support staff including: Dean, Student Services; Assistant Dean, Counseling and Health Services; Assistant Dean, Admissions and Records; 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 Affairs programs; the formulation and evaluation of college policies; and problem solving on college-wide issues.

c. Coordinates with the Vice-President, Academic Affairs and the 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 Affairs needs. Coordination of planning among all Student Affairs 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 Affairs 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 Continuing Education

0831.1 The Dean of Continuing Education (1) is responsible to the Vice-President, 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 Alice F. Schott 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, the English as a Second Language program, 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 Vice-President of Continuing Education.

0831.2 The Dean of Continuing Education (2) is responsible to the Vice-President, 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 Selmer O. Wake Center.

c. Develops, coordinates, and supervises short courses, seminars, forums, and workshops.
d. Works closely with the 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 Vice-President of Continuing Education.
The Dean of Instructional Services (Science, Health Technologies, and Physical Education Divisions) is responsible for assisting the Vice-President of Academic Affairs as outlined below.

a. Coordinates Science, Physical Education, and Health Technologies Divisions and assists Division and Department chairs.


2) Develops three-year plans.

3) Plans and develops new courses and programs.

4) Updates course of study outlines.

5) Prepares schedule of classes.

6) Updates college catalog entries.

7) Prepares information related to departmental offerings.

8) Evaluates instruction and personnel.

9) Recruits and hires faculty and staff.

10) Establishes liaison with other departments, educational institutions, lay advisory groups, business and industry, and related community agencies and organizations.

11) Prepares requests for budget allocations.

12) Allocates assigned resources.

13) Reviews and revises facility utilization.

14) Prepares requests for alterations in facilities and for new facilities.

15) Approves requests for travel and for the purchase of equipment and supplies.

16) Monitors enrollment figures; adds or cancels classes accordingly.


18) Monitors hourly and temporary faculty to ensure compliance with 60 percent policy.
b. Coordinates Health Technologies Programs:

1) Prepares accreditation reports and grant proposals.

2) Maintains accreditation status through compliance with state-mandated and NLN guidelines.

3) Communicates with Board of Trustees on informational issues requiring their mandate.

4) Serves as ex-officio member of the ADN-LVN and Radiography Programs advisory committees.

5) Serves as resource person to individuals in the community and to community organizations on Health Technology related issues.

6) Coordinates specified Health Technologies activities with the Dean, Occupational and Career Education, e.g. reports related to utilization of V.E.A. funds.

7) Coordinates with the Vice-President, Continuing Education in the planning and developing of non-credit health-related courses.

8) Coordinates programs with the offices of student services, personnel, and business services.

9) Represents the Division at Division Chair Council and college Curriculum meetings.

10) Plans for and develops new programs and courses.

11) Prepares three-year plan.

12) Monitors admission procedures for each program.

13) Coordinates the orientation of new personnel.

14) Maintains official records related to all programs.

c. Supervises and assists Head Librarian, Media Services Supervisor and Coordinator, Disabled Student Services.

1) Evaluates and supervises certificated and classified staff.

2) Evaluates and alters services according to faculty and student needs.

3) Prepares three-year plans.
4) Interprets services to college personnel and committees including the Vice-President of Academic Affairs, Representative Council, and the Board of Trustees.

5) Reviews and signs budget and other state-mandated reports.

6) Prepares budget requests.

7) Plans for new facilities.

8) Approves requests for travel and conferences.

d. Prepares update of College Catalog annually.

1) Determines calendar for completion in coordination with Publications Officer.

2) Solicits and incorporates revisions from department and division chairs and all relevant college offices.

3) Coordinates with Curriculum Committee Chair for inclusion of newly approved or altered courses.

e. Coordinates Summer Session

1) Assists in determining TLU allocation by department.

2) Prepares class schedule.

3) Coordinates registration procedure with Admissions Office.

4) Coordinates resource allocation with Dean of Instructional Services responsible for resources.

5) Monitors enrollment figures; adds or cancels classes accordingly.

6) Prepares statistical data as necessary for state reporting and/or as requested by the Vice-President of Academic Affairs or the Superintendent/President.

7) Recruits, hires and supervises certificated and classified staff in cooperation with department and division chairs.

f. Chairs College Curriculum Meeting

1) Reviews and approves new courses and programs, course and program modifications and general education requirements.

2) Presents and interprets curricular-related policies and issues emanating from the Chancellor's Office.
3) Coordinates the integration of curricular changes into the College Catalog, Course of Study Outlines, and publications used by the Office of Student Affairs.

4) Serves as resource person to faculty and administration on curricular-related issues.

g. Coordinates external grants associated with instruction.

1) Compiles and disseminates information related to available grants.

2) Educates faculty regarding methods of finding grant sources.

3) Assists in preparation of grant proposals.

4) Acts as a resource to faculty involved in writing grant proposals.

5) Assists faculty in preparation of reports required by awarders of grants.

h. Coordinates reader assistance and teacher aides, and large class size policies.

1) Reviews, updates and publicizes policies.

2) Monitors budget allocations.

3) Reviews and updates job descriptions for Readers and Teachers Aides.

4) Evaluates Teacher Aides in cooperation with Personnel Office.

i. Serves as Instruction Office representative to Representative Council.

j. Serves as Instruction Office representative on Management In-Service Committee.

k. Serves as resource person to College Planning Committee and Division Chair Council.

Performs such other duties as may be assigned by the Vice-President of Academic Affairs.
The Dean of Instructional Services (Social Science/Foreign Languages/Library, Fine Arts and Communications Divisions) is responsible for assisting the Vice-President of Academic Affairs as outlined below.

a. Coordinates Social Science/Foreign Languages/Library, Fine Arts and Communications Divisions and assists division and department chairpersons in the following:


2) Development of three-year plans.

3) Planning and development of new courses and programs.

4) Updating of course of study outlines.

5) Preparation of schedule of classes.

6) Updating of college catalog entries.

7) Preparation of information related to departmental offerings.

8) Evaluation of instruction and personnel.

9) Recruitment and hiring of faculty and staff.

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

11) Preparation of requests for budget allocations.

12) Allocation of assigned resources.

13) Review and revision of facility utilization.

14) Preparation of requests for alterations in facilities and for new facilities.

15) Approval of requests for travel and for the purchase of equipment and supplies.

16) Monitoring of enrollment figures.


18) Monitoring of hourly and temporary faculty to ensure compliance with 60 percent policy.
b. The Dean of Instructional Services is responsible to the Vice-President, Academic Affairs. Departmental liaison duties include assistance to departments in:

1) Preparation of departmental evaluations, 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) Development of procedures for both internal and external communication.

5) Development of schedule of classes.

6) Monitors requests for equipment repairs.

c. As primary Instruction Office Liaison for Curriculum development, the Dean coordinates:

1) International Education.

2) Development of the schedule of classes.

3) Instructional program planning and evaluation.

4) Instructional resources.

5) Liaison to the Foundation for Santa Barbara City College.

6) Computer Assisted Instruction

7) Liaison with high schools.

8) Curriculum Advisory Committee.

9) Honors Programs.

10) Supervises Evening College.

11) Plans educational research.

12) Assists in the preparation of grant proposals.
The Dean of Instructional Services (English, Mathematics and Computer Science Divisions) is responsible for assisting the Vice-President of Academic Affairs as outlined below.

a. Coordinates English, Mathematics, and Computer Science Divisions and assists division and department chairpersons in the following:


2) Development of five-year plans.

3) Planning and development of new courses and programs.

4) Updating of course of study outlines.

5) Preparation of schedule of classes.

6) Updating of college catalog entries.

7) Preparation of information related to departmental offerings.

8) Evaluation of instruction and personnel.

9) Evaluation of programs within the divisions.

10) Recruitment and hiring of faculty and staff.

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

12) Preparation of requests for budget allocations.

13) Allocation of assigned resources.

14) Review and revision of facility utilization.

15) Preparation of requests for alterations in facilities and for new facilities.

16) Approval of requests for travel and for the purchase of equipment and supplies.

17) Monitoring of enrollment figures.


19) Monitoring of hourly and temporary faculty to ensure compliance with 60 percent policy.
b. Assists the Vice-President of Academic Affairs:

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

2) Coordinates preparation of instructional department budget requests, instructional resource need projections, and instructional facilities allocation requests for assigned divisions.

c. Develops and prepares:

1) Departmental budget requests, instructional resource need projections, instructional cost center analyses, instructional resource inventories, and instructional facilities allocations requests.

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

3) Records and reports as required.

d. Coordinates Staff Development Projects:

1) Orientation of new certificated personnel.

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

3) In-service training for certificated personnel including teaching methods and subject matter.

4) Updating of Faculty Manual and Part-Time Lecturer Manual annually.

5) Preparation of budget requests for Faculty Enrichment Committee.

6) Provides information on improvement of instruction projects, workshops, seminars and travel for faculty members.

7) Plans faculty development activities for part-time lecturers.

8) Faculty Enrichment Grants.
Supervises and assists Learning Assistance Center and Tutorial Center Director.

1) Evaluates and supervises certificated and classified staff.

2) Evaluates and alters services according to faculty and student needs.

3) Prepares five-year plans.

4) Interprets services to college personnel and committees including the Vice-President of Academic Affairs, Representative Council, and the Board of Trustees.

5) Reviews the budget.

6) Prepares budget requests.

7) Plans for new facilities.

8) Approves request for travel and conferences.

f. Serves as liaison with data processing and as a member of the Software Development Committee.

g. Plans educational research.

h. Serves as liaison person with Matriculation and Student Services.

i. Supervises the Assessment/Placement Program.

j. Evaluates remedial programs.

k. Represents Instruction Office on Sabbatical Leave Committee.

l. Serves as resource person to College Planning Committee, Division Chair Council, and Curriculum Advisory Committee.

m. Serves on the high school Articulation Council.

n. Represents Academic Affairs on the Intersegmental Advisory Committee of the Transfer Center.

o. Performs such other duties as may be assigned by the Vice-President of Academic Affairs.
The Dean of Occupational and Career Education is responsible to the Vice-President of Academic Affairs for planning, developing, coordinating, supervising and evaluating credit occupational programs in Applied Science, Business Education, Work Experience, and for assisting the Vice-President of Academic Affairs in administering Vocational Education, Technical Education, and other pre-employment programs.

a. Advises and assists occupational departments regarding:

1) Development and statement of occupational curriculum goals.

2) Development and statement of three-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 outlines.

8) Criteria for evaluation of occupational instruction.

9) Measurement of outcomes in occupational instruction.

10) Evaluation of performance of occupational and business teaching staff.

11) Recruitment and selection of occupational teaching staff.

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.

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 programs.

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.

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 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.

2) Advisory committee meetings for occupational programs.

   (a) Recruitment of lay leadership for service on occupational advisory committees.

3) Administration of work experience programs.

4) Administration of contracted instruction programs.
0836 Student Services

0836.1 The Dean, Student Services is responsible to the Vice-President, Student Affairs 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, 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 Vice-President, Student Affairs.
0837 Student Development and Matriculation

0837.1 The Dean, Student Development and Matriculation is responsible to the Vice President, Student Affairs for planning, implementation, administration and evaluation of Counseling Center, Career Resources Center, Placement Office, Health Center, Transfer Center and the Matriculation Program.

a. Supervises the matriculation process (assessment, advisement, orientation, and follow-up counseling with students having academic problems, lacking educational objectives, or on academic and/or progress probation).

b. Supervises the Transfer Center; participates on the Advisory Committee which develops short and long-range means of implementation of Chancellor's Grant.

c. Implements an academic advisement program which coordinates faculty and counselors into a well articulated process.

d. Develops, implements and supervises a high school relations program which coordinates the "High School Articulation Project."

e. Provides for coordinated recruitment activities with the Dean, Student Services and Assistant Dean, Admissions and Records, such as SBCC Preview, visitations to four-year institutions and to local high schools, College Day, Career Day, Welcome Week, etc.

f. 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.

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

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

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

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

k. Evaluates and assists in creating Personal Development classes.

l. Supervises the Placement Office and Career Center counselors.

m. Coordinates the activities of the Student Development area with relevant instructional components, i.e., Career Resource Center, Co-Op Work Experience, and Department chairpersons.
n. Coordinates the Student Development activities with other relevant student activities and programs, i.e., Student Activities, EOPS, Admissions and Records, Financial Aids, Co-Curricular programs, Bookstore, and Intercollegiate Athletics. Develops a program which assists the transfer student; supervises the Transfer Center.

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

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

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

r. Performs such other duties as may be assigned by the Vice President, Student Affairs.
Admissions and Records

The Assistant Dean, Admissions and Records is responsible to the Vice-President, Student Affairs 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 computerized 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.
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 in 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 Vice-President, Student Affairs.
POLICIES GOVERNING ADMINISTRATORS

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:

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

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.

WORKING DAYS

0920.1 The Superintendent/President, Vice- Presidents, Deans, and Assistant Deans, 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

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.

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 certification 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, 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/President, Vice-Presidents, Deans, Assistant Deans, and twelve month coordinators. In accordance with 0930.2, administrators 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 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 not 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.

The direct supervisor of the administrator requesting a sabbatical will review the application and make a recommendation to the appropriate Vice-President or Business Manager. The Vice-President or Business Manager will review the application and make a recommendation to the President's Cabinet. Approval by the Vice-President 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 management personnel.
CERTIFICATED ADMINISTRATOR GRIEVANCE PROCEDURE

* 1200 GRIEVANCE PROCEDURE

1201 Definitions

A "grievance" is an allegation by a grievant that s/he has been adversely affected by a violation of written Board policies. Actions to challenge or change the policies of the District as set forth in the rules and regulations or administrative regulations and procedures must be undertaken under separate legal processes. Other matters for which a specific method of review is provided by law, by the rules and regulations of the Board of Trustees, or by the Administrative regulations and procedures of this college district are not within the scope of this procedure.

A "grievant" may be any certificated administrator employee of the District.

A "day" is any day in which the central administrative office of the Santa Barbara Community College District is open for business.

The "immediate supervisor" is the lowest level supervisor designated as management having immediate jurisdiction over the grievant who has been designated to administer grievances.

1202 Informal Level

Before filing a formal grievance, the grievant should attempt to resolve it by an informal conference with his/her immediate supervisor.

1203 Formal Level

Level I

a. Within ten (10) days after the occurrence of the act or omission giving rise to the grievance, the grievant must present his/her grievance in writing on the appropriate form to his/her immediate supervisor.

b. This statement shall be a clear, concise statement of the grievance, the circumstances involved, the decision rendered at the informal conference, and the specific remedy sought. The supervisor shall communicate his/her decision to the employee in writing within ten (10) days after receiving the grievance. If the supervisor does not respond within the time limits, or the grievant is not satisfied with the decision, the grievant may appeal to the next immediate supervisor, if there is one or if there is not one, to the next level. (Level II)

c. Within the above time limits either party may request a personal conference with each other.
Level II

a. In the event the grievant is not satisfied with the decision at Level I, s/he may appeal the decision on the appropriate form to the appropriate Vice President within ten (10) days.

b. This statement should include a copy of the original grievance, the decision rendered, and a clear, concise statement of the reasons for the appeal.

c. The appropriate Vice President shall communicate his/her decision within ten (10) days after receiving the appeal. Either the grievant or the appropriate Vice President may request a personal conference within the above time limits. If the appropriate Vice President does not respond within the time limits, the grievant may appeal to the next level. (Level III)

Level III

a. If the grievant is not satisfied with the decision at Level II, s/he may within ten (10) days appeal the decision on the appropriate form to the Superintendent/President or his designee.

b. This statement shall include a copy of the original grievance and appeal, the decisions rendered and a clear, concise statement of the reasons for the appeal.

c. The Superintendent/President or his designee shall communicate his decision to the grievant within ten (10) days.

Level IV

a. If the grievant is not satisfied with the decision at Level III, s/he may within ten (10) days appeal the decision on the appropriate form to the Board of Trustees.

b. This statement shall include a copy of the original grievance and appeal, the decisions rendered and a clear, concise statement of the reasons for the appeal.

c. The Board of Trustees, or their designee, shall communicate their decision to the grievant within ten (10) days.

* Approved, Board of Trustees Mtg. 10/10/85

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