REPORT TO THE BOARD OF TRUSTEES ON
THE PROCESS FOR ADDING CERTIFICATED PERSONNEL

March 27, 1986

Pat Huglin, Vice President of Academic Affairs
Dan Oroz, Personnel Director

I. PROCEDURES (Employment of Certificated Personnel)

II. DIVISION CHAIR COUNCIL ACTION

III. COLLEGE PLANNING/CABINET/SUPERINTENDENT-PRESIDENT/
FINALIZED LIST OF POSITIONS

IV. PERSONNEL OFFICE ACTIVITIES
EMPLOYMENT OF CERTIFICATED PERSONNEL

Procedures

1411 Determination of Need - Instructors/Counselors/Librarians/Nurse

Faculty - Consults, advises and assists in the determination of need for new teaching staff.

Department/Division Chairperson - Coordinates the requests for personnel and forwards same to the Office of Instruction.

Vice President, Academic Affairs and Vice President, Student Services (whichever is appropriate) - In consultation with appropriate staff, analyzes all requests in terms of supporting data, (WSCH), enrollment trends, departmental goals and objectives, academic master plan, etc.) and forwards recommendations to the Division Chair Council (D.C.C.) and College Planning Committee (C.P.C.) in the case of Student Services.

College Planning Committee - Determines resources available for funding new personnel (level of funding only, not determination of priority) and forwards recommendation to the Cabinet and the Superintendent.

Superintendent/President - Approves/disapproves, modifies recommendations and forwards to the Board, or refers back to C.P.C. if disapproved or modified in any way.

SELECTION OF CANDIDATES FOR POSITIONS AS CONTRACT OR REGULAR INSTRUCTORS, COUNSELORS, NURSES, LIBRARIANS IN THE CREDIT PROGRAM

1412.1 Recruitment

The Personnel Department shall recruit applications in accordance with the District Affirmative Action Policy.

1412.2 Announcement of Position

Upon approval of the personnel recommendations, the Personnel Department, in consultation with the appropriate administrative dean and the department head shall prepare a job announcement, job related evaluation factors, and interview questions which are consistent with the District Affirmative Action Policy. These selection devices must be prepared before the selection process may commence.
7. PRESENTATION OF CERTIFICATED PERSONNEL REQUESTS FOR 1986-87
WITH INSTRUCTION OFFICE RECOMMENDATIONS (See attachment to Minutes)

The Chair told members that a list of the certificated personnel requests
has been prioritized by him and the division deans representing their
departments. The following criteria was used:

1. Enrollments/Enrollment Trends
2. WSCH per FTE (Productivity)
3. WSCH Comparisons (President's Report)
4. Departmental Five-Year Plans/Relationship to College Directions Statement
5. Contract/Hourly Faculty Ratios
6. Historical Data
7. Health, Safety and Education Code Requirements

The requests are listed according to the following categories:

A. **Recommended New Positions in Order of Priority** (These positions will be
filled as funds become available. The Chair noted that there are no
new monies at this time but anticipates funding for possibly four
positions.)

1. English
2. English
3. Math
4. English
5. Math
6. Library
7. Drafting (.5)

Notes: a. The English Division requests reflect three positions and three
distinct areas: Essential Skills, E.S.L. and English Composition
(English 1 and 10 levels)
b. One of the mathematics positions would be oriented toward the
technical area.

B. **Recommended Replacement Positions** (Monies are budgeted for these
positions--not listed in priority order.)

1. English (Price)** - Spring 1987
2. Business: Accounting (O'Dea) - 1986-87
3. Marine Tech (Christensen) - 1986-87
4. Health Tech: LVN (Johnson) - 1986-87
5. Communications (Rippe) - 1986-87
6. L.A.C/Tutorial Center Director (Matsui) - 1986-87

C. **Replacements (Other)**

1. Chemistry (O'Connor)** - not to be filled
2. Business Office Ed. (Green)** - to be determined
3. Biology (Matsui, 6 TLU's) - not requested to be filled at this time

D. "New Positions" - Not Recommended for Funding

1. Music (formerly Balderston)
2. Biology (formerly Trimble)

**Retirement requests have been submitted.**

continued . . .
E. New Positions Not Recommended for Funding

1. Art: Sculpture
2. Communications: Speech
3. Electronics: Computer Maintenance (consideration as classified L.T.A.)
4. Two (2) additional positions in English

Some members urged caution in hiring instructors for areas that may not continue to be impacted. They also requested additional information, such as the effect of the assessment policy on math and English positions, enrollment and WSCH trends, and what change would be brought about by future high school graduates who do not require remedial courses. Members would like the division deans to present an analysis of the process to include these items and any other items considered that would justify prioritization as it now exists.

8. STUDENT CHARACTERISTICS

Ms. Craven presented the "Student Characteristics Summary of the Past Five Years" to members for information only. She reviewed the statistics that have been compiled and stated that the report is used to give the College a picture of what the student population is and how it has changed, so that student needs will be more accurately represented in planning.

ADDED ITEM: TWO-YEAR COLLEGE CATALOG

Ms. Sloane briefly reviewed the results of a community college survey on one- and two-year college catalogs. After discussing the survey, DCC members generally agreed that the disadvantages cited by colleges using the two-year catalog outweigh the advantages and that SBCC should continue using the one-year catalog.

NEXT MEETING: Wednesday, February 5, 3:00 pm, A-218C
Agenda: Certificated Personnel Requests

PH: ba
Attachment (members only)
cc: Dr. MacDougall
Cabinet / Instructional Deans
Department Chairs
Rep. Council
SANTA BARBARA CITY COLLEGE

February 20, 1986

TO:    Dan Oroz, Personnel Director
       Dave Pickering, Controller
       Mary Griffith, Business Services Supervisor

FROM:  Pat Huglin, Vice President of Academic Affairs

RE:    "New" Contractual Positions for 1986-87

NOTE: The positions noted below represent no new monies, with the exception of lottery monies to support the two temporary positions (English and Math) and the fall semester replacement for Carol Price. Also the B.O.E. vacancy created by Trudi Green’s retirement, should be carried in the B.O.E. cost center for 1986-87. The disposition of this vacancy is under study.

1. **English/Composition**: (Tenure) (Price Replacement; she’ll retire January 87) The tenure track replacement will begin in 1986-87. The fall monies will be provided by lottery funds.
   Fossek, Div. Chair/Gilleran, Dept. Chair

2. **English/Essential Skills**: (New) to be advertised “Subject to Funding.” The source of funding is to be determined; but, basically, will be derived from the Matsui resignation (LAC/Tutorial) and Biology (a tenure track position).
   Fossek, Div. Chair/Tennen, Depart. Chair

3. **English/F.S.L.**: (Temporary) (New) to be funded through lottery monies.
   Fossek, Div. Chair/Buckelew, Dept. Chair

4. **Math**: (Tenure) (New) This tenure track position will be funded by the O’Connor retirement. The monies should be shifted from chemistry to math.
   Elmore, Depart. Chair

5. **Math**: (Temporary) (New) to be funded through lottery monies.
   Elmore/Dept. Chair

6. **Business/Accounting**: (Tenure) (O/Dea replacement) This position was a temporary contact. (Mike Heidemann)
   Vincent, Div. Chair/Taylor, Depart. Chair
7. **Health Tech/L.V.N:**  
   (Tenure)  
   (Johnson Replacement) Temporary contract for Spring, 1986.
   Sloane, Div. Chair/Huth, Depart. Chair

8. **Communications:**  
   (Tenure)  
   (Rippe Replacement)
   Freeman, Div. Chair/Adler, Depart. Chair

9. **Marine Tech:**  
   (Tenure)  
   (Christensen Replacement) Budgeted for 1985-86, but unfilled (Hourly).
   Elkins, Div. Chair/Clouser, Depart. Chair

PH/jdm
cc: Dr. MacDougall
    Dr. Hanson
    Instructional Deans
SANTA BARBARA CITY COLLEGE

Affirmative Action Checklist for Faculty Vacancies

REQUIRED ITEMS BEFORE PAPER SCREENING CAN BEGIN
1. Job Announcement: deadline, sample
2. Evaluation factors: job related, consistent with Job Announcement
3. Questions: related to evaluation factors
4. Committee Orientation: EEO, process

SELECTION COMMITTEE
Role of Committee - Paper screening using evaluation factors
Select 5-8 for interview (May be augmented by Oral)
Interview using rating forms
Submit 3 names to Superintendent-President,
unranked, comments o.k.

CHAIRPERSON RESPONSIBILITIES
Coordinate paper screening, interviews (time, room, date)
Review with Superintendent-President top 3 candidates
Application control
Coordinate with Personnel Office, applicants
3 days "lead time" minimum

REVIEW AFFIRMATIVE ACTION/EEO NON-DISCRIMINATION
Policy
Race
Sex
Handicapped
Age

REFERENCE CHECKS
(Personnel Dept. responsibility - final candidates only)

CONFIDENTIALITY

SELECT ALTERNATES

REVIEW APPLICATIONS
(As soon as possible - time needed for Personnel Dept. to schedule interviews.)

TRAVEL REIMBURSEMENT
None

TURN IN ALL RATING SHEETS

CONFLICT OF INTEREST CODE

AUDIT SHEET
Announcement of Position
Santa Barbara City College

March 11, 1985

INSTRUCTOR-DRAFTING/CAD (COMPUTER-AIDED DESIGN) - (SUBJECT TO FUNDING)

DESCRIPTION OF POSITION: Effective September 3, 1985, a fulltime permanent teaching position is available in the Drafting Department. Responsibilities will include a 100% teaching assignment in Drafting/CAD subjects; developing the CAD curriculum; coordinating the CAD program with other colleges and universities, local businesses and industries. The individual should have a broad understanding of drafting/CAD curriculum, practical background and experience in drafting and directly related fields, and a broad understanding of the architectural, civil, electrical, mechanical and industrial branches of drafting.

MINIMUM REQUIREMENT
Education: Master's Degree, or in progress, from an accredited institution.
Credential: Possession of, or eligibility for, a California Community College Instructor Credential in drafting or directly related field.
Work Experience: A minimum of four (4) years' employment in drafting with industry, business or government (non-teaching).
Teaching Experience: A minimum of two (2) years teaching in drafting and/or directly related subjects including a minimum of one (1) year teaching experience in CAD.

DESIRABLE QUALIFICATIONS:
Experience: Knowledge of and experience with I.B.M. P.C. or compatible microcomputer based CAD system. Experience with P-CAD and AutoCAD computer software programs.
Other: Ability to instruct students with widely varying social, economic, educational and experiential backgrounds.

SALARY AND PERSONAL BENEFITS: Beginning salary is commensurate with academic preparation and experience--$18,005 - $28,961. In addition to salary, $2,500 is provided each fulltime employee for participation in a "cafeteria style" personnel benefits program.

APPLICATION PROCEDURE: In order for you to be considered for this position, the following information must be received by the application deadline:
1. Resume
2. District application form
3. Confidential placement file OR three (3) recent letters of reference.

PLEASE SEND TO:
Mr. Daniel Oroz
Director of Personnel
Santa Barbara City College

APPLICATION DEADLINE: May 3, 1985 (4:30 p.m.)

SELECTION PROCEDURE: Applications will be initially reviewed by a screening committee which will recommend candidates for personal interview at Santa Barbara City College. The interview committee will then recommend the top candidates to the Superintendent-President, who presents one of them for approval by the Board of Trustees.

NOTE: Santa Barbara City College regrets that applicants cannot be reimbursed for expenses related to the application or interview process.

An Affirmative Action / Equal Opportunity / Title IX Employer

INTERVIEWS BY INVITATION ONLY
1. Please tell us about yourself, your background and experience in drafting/CAD (non-teaching.)

2. Please tell us about your teaching experience in drafting/CAD at the college level. Please distinguish general drafting from CAD teaching experience.

3. Please tell us about your knowledge and experience with IBM-PC or compatible microcomputer CAD system.

4. Please tell us about your experience with P-CAD and AUTO CAD software programs.

5. How do you see your particular skills and expertise as they relate to organizing and coordinating the CAD program, managing equipment and resources, developing curriculum?

6. How would you use your particular skills to teach students with varying social, economic and educational backgrounds?

7. What do you consider to be your greatest strengths and abilities and how do you see them used in this position?

8. What questions do you have about Santa Barbara City College, the department, the community or the position?
### Instructions to Rater:
Rate candidate on each of the evaluation factors listed below. Check box which most closely indicates candidates' knowledge, skills, or abilities. Enter comments on lower half of sheet.

### Evaluation Factors

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<td>1. Practical background and experience in drafting/CAD (non-teaching) - 4 years minimum</td>
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<td>2. Teaching experience in drafting/CAD at the college level - 2 years minimum drafting including 1 year minimum CAD.</td>
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<td>3. Ability to teach general (non-CAD) drafting courses.</td>
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<td>4. Ability to teach CAD courses.</td>
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<td>5. Knowledge and experience with IBM-PC or compatible microcomputer CAD system.</td>
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<td>6. Experience with P-CAD and AUTO CAD software programs.</td>
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<td>7. Ability to organize and coordinate CAD program, manage equipment and resources, develop curriculum.</td>
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<td>8. Ability to teach students with varying social, economic and educational backgrounds.</td>
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<td>9. Personal qualities; tact, sincerity, courtesy, ability to communicate effectively.</td>
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<td>10. Understanding of job responsibilities and duties; alertness; motivation and interest in position; career objectives, goals.</td>
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Please file this form with each recommendation submitted to the Superintendent-President for filling a permanent, contract certificated position.

1. Name of Nominee(s): ________________________________

2. Title of Position: ________________________________

3. Was the Office of Affirmative Action notified of this vacancy? __Yes__ __No__

4. How many different agencies/institutions were notified/contacted? ________________

5. What special efforts, if any, were made to solicit applicants for this position? 

   ________________________________

6. How many applications were submitted for this position? ________________
   *List names on reverse side of form.

7. Among those submitting applications, please identify, if possible:

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   Number of unidentified applicants: ________________

8. Was there an Interviewing Committee convened? __Yes__ __No__

9. If so, please complete the following: Number of members: ________________
   Identify, if possible:

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10. How many candidates were interviewed for this position? ________________
    *List names on reverse side of form.

11. Please complete the following for those candidates interviewed:

    | ASIAN | BLACK | INDIAN | HISPANIC | WHITE | HANDICAPPED |
    |-------|-------|--------|----------|-------|-------------|
    | MALE  |       |        |          |       |             |
    | FEMALE|       |        |          |       |             |

*******************************************************************************

Committee Chairperson (Signature/Date)  Reviewed by Aff. Act. Officer

Reviewed by Superintendent-President

*to be completed by Personnel Department