AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Simms/Mann Early Childhood Development Think Tank and Fellowship Program

DATE
October 24, 2013
ATTACHMENT(S)
None

REASON FOR BOARD CONSIDERATION
☐ ACTION ☐ CONSENT ☐ FIRST READING
☐ SECOND READING ☑ INFORMATION ☐ REPORTS

ITEM NUMBER
1.9-a

BACKGROUND:

The Simms/Mann Institute addresses the challenges of our time by reaching back to where it begins – where we begin to emerge and develop as individuals – ages zero to three. The fast-paced lifestyle of today’s world, which has been created by technology, globalization, and changing economic conditions, has threatened the healthy development of the child, the family, and the community. The Simms/Mann Institute for Education and Community Development was created to address this threat.

This is a unique public/private partnership that is offering professional development opportunities to SBCC faculty and staff whose focus is on children ages 0-3. This is the first program of its kind to be implemented at the Community College level. Community Colleges in California educate more than 70% of early childhood educators.

RECOMMENDATION:

None

Approved by: Lori Gaskin, President
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO: BOARD OF TRUSTEES</th>
<th>DATE</th>
<th>ATTACHMENT(S)</th>
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<tr>
<td>FROM: PRESIDENT</td>
<td>October 24, 2013</td>
<td>1 page</td>
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<tr>
<td>SUBJECT: BP 4230 Grading and Academic Record Symbols</td>
<td>ITEM NUMBER 2.1</td>
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REASON FOR BOARD CONSIDERATION

- [X] ACTION
- [ ] CONSENT
- [ ] FIRST READING
- [ ] SECOND READING
- [ ] INFORMATION
- [ ] REPORTS

BACKGROUND:

The Academic Senate approved modifying BP4230: Grading and Academic Record Symbols to: (1) provide faculty with the option of assigning plus and minus grades in their classes; and (2) provide faculty with the option of using the “FW” grade for unofficial withdrawal. This item is being submitted for approval to bring this Board Policy (BP4230) into alignment with this new grading option.

This policy was reviewed by the Board of Trustees as a first reading on September 26, 2013, and is being presented for second reading and action.

RECOMMENDATION:

It is recommended that the Board of Trustees approve Board Policy 4230 Grading and Academic Record Symbols as presented.

Administrator Initiating Item: Jack Friedlander, Executive Vice President Educational Programs

Approved by: Lori Gaskin, President
BP 4230   GRADING AND ACADEMIC RECORD SYMBOLS

Reference:
Title 5 Section 55023

Courses shall be graded using the grading system established by Title 5. The grading system shall be published in the college catalog and made available to students.

Starting with the Summer session of 2013, the grading system shall include the option of using the "plus" and "minus" designation in combination with letter grades, except that C minus shall not be used.

Starting with the Summer session of 2013, the grading system shall include the option of using the "FW" grade for unofficial withdrawal.

The sole responsibility for assigning grades rests with the individual instructor of record. Each instructor will determine final grades based upon his/her grading policy as set forth in the course syllabus as well as aligning with the grading standards contained in the official course outline of record. Each instructor is expected to consistently employ his/her best judgment in the determination of final grades.

Date Adopted:
(This policy replaces current SBCC Policies 5041, 5042, and 5043)
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Actions Involving Permanent Personnel

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DATE October 24, 2013
ATTACHMENT(S) 2 pages

BACKGROUND:
The attached transmits routine Human Resources actions regarding permanent personnel.

RECOMMENDATION:
It is recommended the Board of Trustees approve the actions involving permanent personnel presented in the attached.

Administrator Initiating Item:
Patricia English, Vice President, Human Resources
**HUMAN RESOURCES: ACTIONS INVOLVING PERMANENT PERSONNEL**

**EDUCATIONAL ADMINISTRATOR APPOINTMENTS**

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<th>Name</th>
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<td>RIZO, Elisabeth</td>
<td>Director-Children’s Center</td>
<td>8/1/13-6/30/15</td>
<td>Renewal of 2-Yr Ed Administrator Contract 11-Months</td>
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<td>WINTERMEYER, Lauren</td>
<td>Director-Dual Enrollment Programs</td>
<td>7/1/13-6/30/15</td>
<td>Reclassification from Dual Enrollment Program Coordinator</td>
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**FACULTY RETIREMENT**

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<tr>
<td>MARSCHAK, Fred</td>
<td>Earth &amp; Planetary Sciences</td>
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<td>MORENO, Elida</td>
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**CLASSIFIED LONGEVITY CAREER INCREMENTS**

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**CLASSIFIED INVOLUNTARY TERMINATION**

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<td>CARRILLO, Isidro</td>
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# Classified Resignation

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# Classified Temporary Upgrade Pay

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<td>HIDALGO, Julian</td>
<td>Facilities &amp; Operations</td>
<td>7/1/13-1/31/14</td>
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<td>Admissions &amp; Records</td>
<td>10/1/13-1/31/14</td>
<td>Add'l responsibilities as Interim Admissions, Records Supervisor</td>
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# Classified Leave of Absence

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<td>11/20/13-12/24/13</td>
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AGENDA ITEM BACKGROUND

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<td>PRESIDENT</td>
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<td>Actions Involving Permanent Personnel: Classification and Salary Implementation</td>
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BACKGROUND:

The attached spreadsheet transmits all of the classification and salary changes recommended as a result of the Ewing classification and compensation study for classified Management, Educational Administrator, and permanent Classified positions. The implementation of these changes is retroactive to July 1, 2013, the start of the 2013-14 fiscal year.

Additionally included in this packet is a copy of every management and confidential classification description which was updated as a result of the Ewing study.

This action operationalizes the collective bargaining action taken at the September 12, 2013 Board study session and represents the conclusion of this project.

RECOMMENDATION:

It is recommended the Board of Trustees approve the actions involving permanent personnel presented in the attachment.

Administrator Initiating Item:
Patricia English, Vice President, Human Resources
Santa Barbara Community College District  
Ewing Implementation 2013  
Management, Ed Administrator and Classified employees.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Present Class</th>
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<th>06-30-13 Salary Table</th>
<th>06-30-13 Salary Range</th>
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Santa Barbara Community College District
Ewing Implementation 2013
Management, Ed Administrator and Classified employees.

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Ewing Implementation 2013
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## Santa Barbara Community College District

### Ewing Implementation 2013

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Santa Barbara Community College District  
Ewing Implementation 2013  
Management, Ed Administrator and Classified employees.

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CLASS TITLE: ADMINISTRATIVE ASSISTANT I (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail; coordinate flow of communications, correspondence and information in support of assigned functions and activities; prepare and maintain a variety of manual and automated records and reports; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant I classification provides primary support to a supervisor, manager, department chair or director of a small department. Incumbents relieve the assigned supervisor of administrative and clerical detail. The Administrative Assistant II classification performs varied and highly skilled administrative assistant duties requiring thorough understanding of a program, department or functional area. Incumbents provide primary secretarial support to a dean, assistant dean or director of a major College-wide function. The Administrative Assistant III classification provides primary and complex secretarial support to a Vice President or Executive Vice President. Incumbents require thorough knowledge of division organization, operations, policies and procedures.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail; assure smooth and efficient office operations, and proper and timely completion of projects and activities; coordinate flow of communications and information in support of assigned functions and activities.

Serve as the primary secretary to the assigned supervisor; provide public relations and communication services; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences, meetings and other events.

Receive visitors, including administrators, staff, students and the public; provide assistance or direct to appropriate staff; respond to inquiries and provide information and assistance related to program or department operations, activities, standards, requirements, time lines, policies and procedures; work with the College Foundation on a variety of administrative detail and projects as directed

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, instructional materials, memoranda, certificates, surveys, announcements, bulletins, agenda items, lists, labels, flyers, notices and other materials.

October 2013
Ewing Consulting, Inc.
Compile information and prepare and maintain a variety of records, logs and reports related to programs, projects, students, financial activity, budgets and assigned duties; establish and maintain filing systems; review, revise and proofread a variety of documents and information.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate various computerized lists and reports as requested; assure accuracy of input and output data; update and maintain website information as assigned.

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; process a variety of forms, applications and paperwork; duplicate, assemble, distribute, collect and verify accuracy and completeness of various documents.

Coordinate and attend a variety of meetings as assigned; compile and prepare agenda items and other required information and materials for meetings and other events; take, distribute and post College Planning Council minutes to web site as directed.

Perform a variety of clerical accounting duties in support of assigned activities as required by the position; monitor funds for income and expenditures; calculate, prepare and revise accounting and budgetary data; balance and reconcile assigned accounts and budgets as required by the position.

Communicate with personnel, various outside agencies, students and the public to exchange information and resolve issues or concerns; communicate in a designated second language as assigned by the position.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; perform minor maintenance and repairs on equipment as directed; arrange for equipment maintenance and repairs as needed.

Receive, sort and distribute mail as required; prepare and distribute informational materials and bulk mailings; contact others to request documents as needed.

Coordinate travel arrangements and hotel reservations as required; reserve facilities, equipment, services and supplies for meetings and other events as needed.

Maintain appointment and activity schedules and calendars; reserve facilities for meetings and other events as needed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory; prepare purchase orders and requisitions and arrange for payments as required.

Process reimbursement claims as assigned; collect, deposit and account for various monies and fees as required.

Train and provide work direction and guidance to student workers as assigned.

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Maintain access to documents, information and discussions relating to collective bargaining activities; prepare information used in collective bargaining strategies as requested; participate in or take and prepare minutes for collective bargaining team; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Modern office practices, procedures and equipment.
Policies and objectives of assigned programs and activities.
General terminology, practices and procedures of assigned office.
Record-keeping and filing techniques.
Business letter and report writing, editing and proofreading.
Telephone techniques and etiquette.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Principles and practices of data processing.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Methods of collecting and organizing data and information.
Mathematic calculations.

ABILITY TO:
Perform a variety of clerical and secretarial duties to relieve the supervisor of administrative and clerical detail.
Coordinate flow of communications, correspondence and information.
Assure smooth and efficient office operations.
Compose correspondence and written materials independently or from oral instructions.
Perform a variety of clerical accounting duties in support of assigned activities.
Type or input data at an acceptable rate of speed.
Answer telephones and greet the public courteously.
Complete work with many interruptions.
Communicate in a designated second language as assigned by the position.
Compile and verify data and prepare reports.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.

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Ewing Consulting, Inc.
EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years of clerical or secretarial experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to read, write and speak English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.

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CLASS TITLE: ADMINISTRATIVE ASSISTANT III (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of a Vice President or Executive Vice President, perform a variety of highly skilled and complex secretarial and administrative assistant duties to relieve the Vice President or Executive Vice President of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information for the Vice President or Executive Vice President; prepare and maintain a variety of manual and automated records and reports; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant III classification provides primary and complex secretarial support to a Vice President or Executive Vice President. Incumbents require thorough knowledge of division organization, operations, policies and procedures. The Administrative Assistant I classification provides primary support to a supervisor, manager, department chair of director of a small department. Incumbents relieve the assigned supervisor of administrative and clerical detail. The Administrative Assistant II classification performs varied and highly skilled administrative assistant duties requiring thorough understanding of a program, department or functional area. Incumbents provide primary secretarial support to a dean, assistant dean or director of a major College-wide function.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Perform a variety of highly skilled and complex secretarial and administrative assistant duties to relieve the Vice President or Executive Vice President of administrative and clerical detail; assure smooth and efficient office operations, and proper and timely completion of projects and activities; provide input to the Vice President concerning administrative time lines and priorities; plan, coordinate and organize office activities and coordinate flow of communications and information for the Vice President.

Serve as the primary secretary to the Vice President or Executive Vice President; provide public relations and communication services; initiate and receive telephone calls; take, retrieve and relay messages as needed; respond to requests, complaints and questions, representing the Vice President or Executive Vice President by phone and written communication; schedule and arrange appointments, conferences, in-services and other events.

Receive visitors, including administrators, staff, students and the public; provide assistance or direct to appropriate staff; exercise independent judgment in resolving various issues and conflicts; refer difficult issues to the administrator; interpret and provide technical information concerning Division operations and related standards, requirements, laws, rules, regulations, policies and procedures.

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Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, instructional materials, rosters, memoranda, surveys, announcements, bulletins, agenda items, lists, manuals, programs, certificates, schedules, catalogs, brochures, labels, fliers, notices, newsletters, bulletins, advertisements and other materials.

Compile information and prepare and maintain a variety of narrative and statistical records, logs and reports related to programs, projects, students, personnel, financial activity, budgets and assigned duties; establish and maintain filing systems; review, revise, edit, format and proofread a variety of documents and information.

Input and update a variety of data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop charts and spreadsheets, and generate various computerized lists, reports and documents as required; assure accuracy of input and output data.

Research, compile and verify a variety of data and information; compute statistical information for various reports; process and evaluate a variety of forms, applications and paperwork; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Coordinate, schedule and attend a variety of meetings as assigned; prepare and send out notices of meetings; compile and prepare agenda items and other required information and materials for meetings and other events; take, transcribe and distribute minutes as directed.

Perform a variety of clerical accounting duties in support of Division activities; process and monitor funds for income and expenditures; assist in assuring expenditures to do not exceed established budget limitations; calculate, prepare and revise accounting, grant and budgetary data; balance and reconcile assigned accounts and budgets; initiate transfers as directed.

Develop, implement and perform special projects and prepare various forms and reports on behalf of the Vice President or Executive Vice President; attend to administrative details on special matters as assigned; monitor and keep the administrator current concerning progress of office projects and activities.

Plan and organize activities involved in emergency readiness and response, training, and compliance as assigned by the position; track and monitor employee participation; provide general awareness and Safety Marshal program training; plan in-service events, communicate with affiliated agencies and attend meetings outside the District as needed.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory; contact vendors to research and coordinate purchases; prepare and process purchase orders, invoices and requisitions and arrange for payments; assist in preparing, processing and monitoring progress of projects and activities related to contracts as assigned.

Communicate with personnel, various outside agencies, students and the public to exchange information, coordinate activities and resolve issues or concerns; communicate in a designated second language as assigned by the position.

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Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; perform minor maintenance and repairs on equipment as directed; arrange for equipment maintenance and repairs as needed.

Receive, sort and distribute mail as required; compose replies independently or from oral direction; prepare and distribute informational materials and bulk mailings; contact others to request documents as needed.

Develop and implement office procedures to enhance efficiency of office operations; create office forms which facilitate work flow; assist the Vice President or Executive Vice President with the implementation of policies and procedures as directed.

Maintain appointment and activity schedules and calendars for the administrator; coordinate travel arrangements and hotel reservations as required; reserve facilities, equipment, services and supplies for meetings and other events as needed.

Process reimbursement claims as assigned; collect, deposit and account for various monies and fees as required.

Train and provide work direction and guidance to student workers and designated staff as assigned; assist with recruitment activities as directed; serve as department resource and answer questions, respond to concerns and receive reservations for District facility usage.

Update and maintain website information as directed.

Maintain access to documents, information and discussions relating to collective bargaining activities; prepare information used in collective bargaining strategies as requested; participate in or take and prepare minutes for collective bargaining team; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
College organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Applicable laws, codes, regulations, policies and procedures.
Modern office practices, procedures and equipment.
Record-keeping and filing techniques.
Business letter and report writing, editing and proofreading.
Methods, procedures and terminology used in clerical accounting work.
Telephone techniques and etiquette.
College standards and requirements related to assigned Division and activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.

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Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Record retrieval and storage systems.
Basic public relations techniques.
Mathematical calculations.

ABILITY TO:
Perform a variety of highly skilled and complex secretarial and administrative assistant duties to relieve the Vice President or Executive Vice President of administrative and clerical detail.
Plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information for the Vice President or Executive Vice President.
Assure smooth and efficient office operations.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Perform a variety of clerical accounting duties in support of assigned activities.
Type or input data at an acceptable rate of speed.
Understand and resolve issues, complaints or problems.
Answer telephones and greet the public courteously.
Communicate in a designated second language as assigned by the position.
Complete work with many interruptions.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Determine appropriate action within clearly defined guidelines.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field and four years increasingly responsible secretarial or administrative assistant experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to read, write and speak English and a designated second language.

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WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.
CLASS TITLE: ADMISSIONS & RECORDS SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director-Admissions & Records, organize and direct Admissions & Records operations and activities including the processing of enrollment forms and applications, maintenance of student records and files, and related student support functions; coordinate communications, Department personnel and information to meet student and College staff enrollment needs; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Organize and direct Admissions & Records operations and activities including the processing of enrollment forms and applications, maintenance of student records and files, and related student support functions; assure related activities comply with established policies and procedures.

Coordinate communications, Department personnel and information to meet student and College staff enrollment needs; resolve student application, enrollment, registration and staff issues, conflicts and discrepancies in a proper and timely manner.

Train and evaluate the performance of assigned personnel and student workers; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for compliance with established requirements and procedures.

Supervise the review, verification and processing of student enrollment forms, applications and related documents; coordinate and review documents and activities to assure accuracy and completeness of enrollment paperwork.

Organize, direct and participate in establishing and maintenance of student records and files including enrollment and application information; assure proper transferring and purging of student files as needed; coordinate transcript distribution functions to meet student needs.

Serve as a technical resource to students, staff and the public concerning student enrollment, admissions and record-keeping functions; respond to inquiries and provide technical information concerning related forms, applications, guidelines, requirements, policies and procedures.

Monitor and assess Admissions & Records policies and procedures for operational efficiency; participate in the development and implementation of policies and procedures to enhance the operational efficiency of Admissions & Records activities.

Supervise and participate in the input of enrollment data into an assigned computer system; establish and maintain automated records and files; assure accuracy and completeness of input and output data and related Admissions & Records transactions; initiate queries and generate computerized reports.

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Participate in the development and implementation of Admissions & Records plans, goals, objectives, projects, calendars and employee schedules; coordinate group, staff and other special enrollments as required.

Participate in maintaining the Admissions & Records website and supervise related enrollment functions; oversee the preparation of microfilm for instructor packets and drop rosters as directed.

Supervise and participate in the preparation and maintenance of a variety of records, reports and files related to students, academics, attendance, personnel, forms, schedules, catalogs, enrollment, registration and assigned activities.

Oversee and participate in the preparation and distribution of enrollment correspondence, calendars and informational materials; develop employee schedules and prepare and process various personnel forms as needed; process special petitions, drop requests and illegal course repetitions.

Contact students, other departments and outside agencies to request and verify transcripts, reports and information as needed; verify and compile residency and other student information.

Assist in the development and preparation of the annual preliminary budget for Admissions & Records; control and authorize expenditures in accordance with established limitations.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; arrange for computer system modifications, maintenance and repairs as needed; drive a vehicle to conduct work.

Monitor inventory levels of forms, applications and other Admissions & Records supplies; order, receive and maintain adequate inventory levels of supplies.

Attend and conduct various meetings as assigned; develop, implement and conduct staff training sessions as directed; attend and participate in various committees as required.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organization and direction of Admissions & Records operations and activities including the processing of enrollment forms and applications, maintenance of student records and files, and related student support functions.
Technical practices, procedures and techniques involved in the processing of enrollment forms and applications and related student registration activities.

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ABILITY TO:
Organize and direct Admissions & Records operations and activities including the processing of enrollment forms and applications. Coordinate communications, Department personnel and information to meet student and College staff enrollment needs. Train and evaluate the performance of assigned personnel. Organize, direct and participate in the establishing and maintenance of student records and files including enrollment and application information. Resolve student application, enrollment, registration and staff issues, conflicts and discrepancies in a proper and timely manner. Interpret, apply and explain applicable laws, codes, regulations, policies and procedures. Participate in the development and implementation of Admissions & Records plans, goals, objectives, projects, calendars, policies, procedures and employee schedules. Communicate effectively both orally and in writing. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned software. Meet schedules and time lines. Work independently with little direction. Plan and organize work. Supervise and participate in the preparation and maintenance of a variety of records, reports and files.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: bachelor’s degree in business administration or related field and one year experience involving student enrollment and registration functions.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

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Ewing Consulting, Inc.
WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
CLASS TITLE: ASSISTANT CONTROLLER

BASIC FUNCTION:

Under the direction of the Controller, plan, organize, control and direct accounting operations, activities and financial record-keeping and reporting functions for the College District; coordinate and direct personnel, communications and fiscal record-keeping functions to meet College accounting needs and assure smooth and efficient fiscal activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct accounting operations, activities and financial record-keeping and reporting functions for the College District; assist in directing the day-to-day activities of the Accounting Department; assist in establishing and maintaining fiscal time lines and priorities for the College; assist in assuring related activities comply with established standards, requirements, internal controls, laws, codes, regulations, policies and procedures.

Direct and participate in the development, preparation, review, analysis, maintenance and adjustment of College District budgets, funds and accounts; assure accurate accounting of funds including income and expenditures; assure proper reconciliation of accounts such as accounts payable, accounts receivable, general ledger and cash accounts.

Coordinate and direct personnel, communications and fiscal record-keeping functions to meet College accounting needs and assure smooth and efficient fiscal activities; collaborate with administrators, staff and outside organizations to assure accurate and timely accounting and reporting of College District funds.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; coordinate and conduct staff training activities.

Plan, organize, control and direct the calculation, posting, auditing and adjustment of journal entries; direct and participate in the monitoring, evaluation, balancing and reconciliation of various accounts, funds and budgets; initiate budget and fund transfers and adjustments as appropriate; audit accounts for errors and make appropriate adjustments as needed.

Direct and participate in the preparation and maintenance of various financial and statistical reports, statements and records related to College District budgets, funds, accounts, income, expenditures and assigned activities; review, audit and analyze fiscal statements, receipts, disbursements, transfers records and reports to assure accuracy, completeness and compliance with Generally Accepted Accounting Principles; prepare College, State and other mandated fiscal statements and reports.

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Assist various departments and administrators with the preparation and development of College budgets; analyze and review related budgetary and financial data; prepare revenue and expenditure projections; identify, analyze and provide technical recommendations concerning potential cash flow issues and problems; monitor expenditures to assure compliance with established limitations.

Direct the input of a variety of fiscal data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate computerized accounting reports; assure accuracy of input and output data; assist with the design, development and implementation of automated fiscal systems; direct the preparation of system documents and procedures.

Monitor and evaluate Accounting operations, systems and activities for financial effectiveness and operational efficiency; participate in the planning, development and implementation of policies, procedures, systems and programs to enhance the financial effectiveness and operational efficiency of Accounting operations and activities.

Provide consultation to administrators, personnel, outside agencies and others concerning fiscal operations and activities; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related accounts, funds, budgets, transactions, records, standards, principles, laws, codes, regulations, policies and procedures.

Provide technical information and assistance to the Controller concerning fiscal and budgetary activities, needs and issues; assist in the formulation and development of policies, procedures and programs; participate in the development and implementation of fiscal goals and objectives.

Assist in the development and preparation of the annual preliminary Accounting Budget; analyze and review related budgetary and financial data; control and authorize expenditures in accordance with established limitations; receive, evaluate and provide recommendations concerning budget requests.

Maintain current knowledge of State and federal laws, codes, rules, regulations and pending legislature related to accounting and budgetary functions; assist in modifying programs and procedures to assure compliance with established requirements as necessary.

Communicate with administrators, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations concerning fiscal operations, activities, needs and issues.

Coordinate and conduct audits and assist outside auditors as directed.

Direct Cashier Office operations and related student finance and general ledger system transactions.

October 2013
Ewing Consulting, Inc.
OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of accounting operations, activities and financial record-keeping and reporting functions.
Accounting, budget and business functions of a college district.
Theory and application of budgetary planning and control in a college system.
Generally accepted accounting and auditing principles, practices and procedures.
Preparation, analysis, review and control of College accounts and budgets.
Applicable laws, codes, regulations policies and procedures.
Financial and statistical record-keeping techniques.
Financial analysis and projection techniques.
Preparation of financial statements and comprehensive accounting reports.
Policies and objectives of assigned programs and activities.
Principles and practices of administration, supervision and training.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct accounting operations, activities and financial record-keeping and reporting functions for the College District.
Coordinate and direct personnel, communications and fiscal record-keeping functions to meet College accounting needs and assure smooth and efficient fiscal activities.
Supervise and evaluate the performance of assigned personnel.
Direct and participate in the development, preparation, review, analysis, maintenance and adjustment of College District budgets, funds and accounts.
Assure accurate accounting of funds including income and expenditures.
Provide technical assistance and expertise regarding fiscal and budgetary operations and activities.
Monitor, evaluate, balance and reconcile various accounts, funds and budgets.
Evaluate financial and budgetary data and prepare reports, forecasts and recommendations.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct and participate in the preparation and maintenance of various financial and statistical records and comprehensive accounting reports.

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Ewing Consulting, Inc.
EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in accounting or related field and six years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of a variety of budgets, funds and accounts including two years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

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Ewing Consulting, Inc.
CLASS TITLE: ASSOCIATE DEAN

BASIC FUNCTION:

Under the direction of the Dean, plan, organize, control and direct the operations and activities of assigned Student Support Services departments, programs and functions including Admissions and Records, Student Outreach and Orientation, Financial Aid, Transcript Analyst Office, Student Life, Student Senate and Commencement; coordinate and direct communications, services, personnel and information to meet student needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct the operations and activities of assigned Student Support Services departments, programs and functions including Admissions and Records, Student Outreach and Orientation, Financial Aid, Transcript Analyst Office, Student Life and Student Senate; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Coordinate and direct communications, services, personnel and information to meet student needs and assure smooth and efficient activities; oversee the development and implementation of programs, services, plans, strategies, processes, systems, projects, goals, events, activities and objectives related to assigned Student Support Services departments, programs and functions.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Plan, organize, control and direct Admissions & Records operations and activities including student admissions, registration, commencement and record-keeping functions; establish and maintain departmental time lines and priorities; assure related functions and activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Plan, organize, control and direct co-curricular activities related to Student Life, Student Activities and Student Senate; coordinate and direct the planning, scheduling, development and implementation of related special events and activities; direct student housing functions.

Plan, organize, control and direct Student Outreach and Orientation operations and activities in a variety of outreach and recruitment functions including advisement, pre-enrollment, orientation and support services to facilitate, enhance and assure smooth student enrollment at the College; train and evaluate the performance of assigned personnel.

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Plan, organize, control and direct Financial Aid operations and activities to provide students with loans, scholarships and various other forms of financial assistance; assure proper processing and evaluation of related forms and applications and determination of student eligibility for a variety of financial aid; direct and participate in the selection of students for financial aid awards.

Receive and resolve residency appeals and scholastic standards committee appeals; resolve differences; make final determinations if further appeals are necessary.

Monitor and evaluate operations and activities related to assigned Student Support Services departments and programs for educational and financial effectiveness and operational efficiency; respond to administrative, staff and public input concerning related needs; direct the development and implementation of standards, services, programs, policies and procedures to enhance the educational and financial effectiveness and operational efficiency of assigned departments and programs.

Serve as representative for Student Services; direct consultation and advisement services to provide students, personnel, administrators, outside agencies and the public with technical assistance and information concerning assigned departments, programs and functions; direct and participate in responding to inquiries and providing detailed and technical information concerning related standards, requirements, goals, objectives, services, time lines, processes, laws, codes, regulations, policies and procedures.

Coordinate and direct the development and implementation of commencement activities; plan, organize, develop and implement the annual Dorantes Lecture, President’s Honor Roll Reception and Academic Service Awards; direct the preparation of related informational materials and publications.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to departments, programs, services, personnel, students, budgets, financial activity and assigned duties.

Develop and prepare the annual preliminary budget for assigned Student Support Services departments, programs and functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Dean-Educational Programs regarding services, activities, needs and issues related to assigned departments, programs and functions; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

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Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to assigned departments, programs and activities; modify programs, services, policies and procedures to meet State and federal requirements as needed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of assigned Student Support Services departments, programs and functions including Admissions and Records, Student Outreach and Orientation, Financial Aid, Transcript Analyst Office, Student Life, Student Senate, and Commencement.
College, State and federal standards and requirements governing assigned Student Support Services departments, programs and services.
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of college students.
Principles, practices, procedures and techniques involved in the development and implementation of educational programs, services, plans, strategies, processes, systems, projects, goals and objectives.
College and university admissions, enrollment and financial aid functions.
Strategies, theories and multicultural approaches to learning, student success and student activities.
Principles and practices of administration, supervision and training.
Policies and objectives of assigned programs and activities.
Budget preparation and control.
Oral and written communication skills.
Applicable local, State and federal laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public relations techniques.

ABILITY TO:
Plan, organize, control and direct the operations and activities of assigned Student Support Services departments, programs and functions including Admissions and Records, Student Outreach and Orientation, Financial Aid, Transcript Analyst Office, Student Life, Student Senate and Commencement.
Coordinate and direct communications, services, personnel and information to meet student needs and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel.
Oversee the development and implementation of programs, services, plans, strategies, processes, systems, projects, goals, events and objectives related to assigned departments and programs.
Monitor, evaluate and direct the development and implementation of standards, services, programs, policies and procedures to enhance the educational effectiveness and operational efficiency of assigned departments and activities.
Analyze student infractions to determine appropriate disciplinary actions.
Assure proper and timely resolution of student, staff, faculty, administrative, parental, department, program and related issues, complaints and conflicts.

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Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree and five years increasingly responsible experience working with student services or related programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information and make presentations.
CLASS TITLE: ASSOCIATE DIRECTOR-CENTER FOR LIFELONG LEARNING

BASIC FUNCTION:

Under the direction of the Executive Director-Center for Lifelong Learning, plan, organize, control and direct the operations and activities of assigned CLL programs and courses; coordinate and direct communications, personnel, curriculum and information to meet community needs and assure smooth and efficient program activities. Provide leadership for securing and managing grants and other forms and sources of external support. Contribute to and participate in ongoing marketing and promotion of CLL courses and programs. Work with community-based advisory committees.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct the operations and activities of assigned CLL programs and courses.

Coordinate and direct communications, personnel, curriculum and information to meet community needs and assure smooth and efficient program activities; develop and implement assigned programs, courses and related instructional activities, specifications, plans, strategies, processes, projects, goals, events and objectives; coordinate, develop and maintain class schedules for assigned courses.

Supervise and evaluate the performance of assigned faculty and classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures.

Provide instructional design for assigned programs and courses; monitor, assess and adjust course offerings in response to student and community needs; coordinate activities to enhance staff understanding of educational practices, curriculum standards and instructional strategies related to assigned programs and courses; collaborate with others in the development and implementation of curriculum standards and selection of instructional materials.

Coordinate programs, courses, communications, activities and information between staff, faculty, administrators, academic departments, outside organizations, businesses, the public and various local, State and federal agencies; assure proper and timely resolution of student, staff and administrative issues and conflicts related to assigned programs and courses.

Develop and implement programs and activities that support the needs and foster the personal growth of students. Coordinate activities between multiple service areas; work to integrate and coordinate service areas.

Collaborate with the community and credit program in the identification of educational needs resulting from research, scans and trends analysis.

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Contribute to and participate in developing and implementing marketing plans and promotional campaigns; prepare course and program promotional materials to be included in the schedule of classes, flyers, brochures, social media outlets and other venues for marketing CLL offerings; engage in marketing-related activities such as market research, surveys, publicity and market analysis.

Assure adequate resources and personnel to meet the needs of assigned programs; initiate recruitment of qualified instructors, volunteers and staff; coordinate the purchase of materials and equipment as needed.

Work with community-based advisory committees. Provide leadership for securing and managing grants and other forms and sources of external support.

Develop and implement standards, programs, policies and procedures to enhance educational effectiveness and operational efficiency; maintain awareness of general trends and issues in education and the community; receive and respond to student, staff and public input concerning program and course needs and community interests.

Participate in the development and preparation of the annual preliminary budget for assigned programs and courses; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; develop and maintain contracts as assigned. Create budgets for individual classes and program areas.

Supervise finances and budgeting for upcoming classes and events; create and monitor budgets and cost centers related to assigned program areas.

Arrange and coordinate calendars, facilities and support services for the instructional activities of assigned programs and courses as directed; conduct needs assessments; design, develop and evaluate new CLL programs, courses, workshops, labs, lectures, seminars, conferences, forums and special events.

Coordinate and conduct training and staff development activities as required; prepare and deliver oral presentations; explain principles, standards, guidelines, practices, procedures and techniques related to assigned programs and courses; prepare and distribute related training materials.

Direct and participate in the preparation and maintenance of various records, reports and files related to programs, courses, services, curriculum, students, enrollment, projects, grants, financial activity, budgets, personnel and assigned duties.

Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to assigned programs and courses; assist with modifying programs and courses to meet requirements as needed.

Direct and participate in the preparation and distribution of a variety of correspondence and informational materials related to assigned programs and services; process and evaluate various applications, course proposals and other documents as required.

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Provide technical information and assistance to the Executive Director, CLL, regarding services, activities, needs and issues related to assigned programs and courses; assist in the formulation and development of policies, procedures and programs.

Collaborate with the community and credit program in the identification of educational needs resulting from research, scans and trends analysis.

Contribute to and participate in marketing plans and campaigns; engage in marketing CLL classes including promotional methods and means, market research, surveys, publicity and market analysis.

Assure adequate resources and personnel to meet the needs of assigned programs; initiate recruitment activities as appropriate; coordinate the purchase of materials and equipment as needed.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns; establish and maintain contacts and partnerships with local, regional and national organizations.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend, conduct and participate in a variety of meetings, workshops, conferences, boards, committees and task forces as required.

Participate in a variety of other assigned activities such as coordinating registration activities, directing testing functions, conducting program surveys and participating in special projects.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of the operations and activities of assigned CLL programs and courses.
Curriculum standards, requirements, interpretation and application in assigned programs and courses.
Strategies, practices, and data analysis related to marketing and promotion for continuing education and lifelong learning classes, activities and programs.
College, State and federal standards and requirements governing college district educational programs.
Design and delivery of continuing education programs and courses.
Instructional techniques and strategies related to assigned programs and courses.
Principles, practices, procedures and techniques involved in the development and implementation of assigned programs, courses and related instructional activities, plans, strategies, processes, projects, goals, events and objectives.
Principles and practices of administration, supervision and training.
Policies and objectives of assigned programs and activities.
Budget preparation and control.

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Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public relations techniques.

ABILITY TO:
Plan, organize, control and direct the operations and activities of assigned CLL programs and courses.
Plan, coordinate and conduct marketing and promotional assignments related to CLL classes, programs and activities.
Coordinate and direct communications, personnel, curriculum and information to meet community needs and assure smooth and efficient program activities.
Supervise and evaluate the performance of assigned faculty and classified personnel.
Develop and implement assigned programs, courses and related instructional activities, specifications, plans, strategies, processes, projects, goals, events and objectives.
Collaborate with others in the development and implementation of curriculum standards, selection of instructional materials and development of course offerings.
Monitor, evaluate and participate in the development and implementation of programs, policies and procedures to enhance educational effectiveness and operational efficiency of programs and services.
Coordinate and conduct training and staff development activities as required.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.
Work flexible hours, including some evenings and weekends as needed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree and five years increasingly responsible educational and administrative experience working with community, continuing education, extension or related programs designed to meet the life enrichment learning needs of the community; experience working with the non-profit sector; knowledge and experience in managing a complex budget; knowledge and experience in marketing and promotion; knowledge and experience in fundraising.

PREFERRED QUALIFICATIONS:

Master’s degree or higher level of education strongly preferred. Certifications in marketing and program planning also preferred.

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LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Regular operation of a computer keyboard, calculator, and other normal office equipment.
Reading a variety of complex educational and financial materials.
Ability to remain in a stationary position for extended periods of time.
Communicating and expressing oneself clearly on a variety of educational topics in conversation with, and presentations to, staff, students, and members of the community.
CLASS TITLE: COMMUNITY EDUCATION CENTER COORDINATOR

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize, coordinate and implement the operations and activities of the Community Education Center to provide international and domestic students with bilingual programs, services, technical assistance concerning immigration, citizenship matters and literacy classes; participate in activities to enhance student enrollment, coordinate communications, information and personnel to meet student needs and assure smooth and efficient Community Education Center activities; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and implement the operations and activities of the Community Education Center to provide international students with programs, services and technical assistance concerning immigration and citizenship matters; establish and maintain related time lines and priorities; assist in assuring related activities comply with established laws, codes, regulations, policies and procedures.

Coordinate communications, information and personnel to meet student needs and assure smooth and efficient Community Education Center activities; participate in the development and implementation of Community Education Center programs, projects, functions, services, goals, objectives and activities; assure proper and timely resolution of related immigration and citizenship issues and conflicts.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Direct and participate in consultation functions concerning Community Education Center programs, services and related immigration, citizenship matters and literacy; respond to inquiries, resolve issues and conflicts and provide detailed and technical assistance and information concerning related standards, requirements, applications, laws, codes, regulations, policies and procedures.

Oversee and participate in the evaluation of applicant information and determination of student eligibility for various Community Education Center programs and services; direct the review and processing of related forms, applications and documents; advise students concerning the application process; supervise and participate in the collection of program and service fees.

Coordinate communications, information and services between College administrators, personnel, governmental agencies, outside organizations and the public to assure smooth and efficient activities; develop and implement marketing, recruitment and promotion functions to enhance student awareness of Community Education Center programs and services; arrange for media advertisements. Monitor and evaluate Community Education Center operations, services and programs for financial

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effectiveness and operational efficiency; participate in the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of the Community Education Center.

Participate in the development and preparation of the annual preliminary budget for the Community Education Center; review and evaluate related budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain grants and other funding sources as directed.

Serve as a liaison between the College and the United States Center for Immigration Services (USCIS); develop strategies and provide technical assistance to Center personnel in communicating and resolving issues with USCIS.

Oversee and participate in the preparation and maintenance of various records, reports and files related to programs, services, case management, personnel, financial activity, budgets and assigned duties.

Provide technical information and assistance to the Director-Registration & Technology concerning Community Education Center programs, services, needs and issues; assist in the formulation and development of policies, procedures and programs.

Maintain current knowledge of laws, codes, rules, regulations, initiatives and pending legislature related to immigration, citizenship and Center activities; assist in modifying programs, functions and procedures to assure compliance with local, State and federal requirements as necessary.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Attend, conduct and participate in a variety of meeting and in-services as assigned; prepare and deliver oral presentations concerning Community Education Center programs, services and related immigration, citizenship matters and literacy.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization, coordination and implementation of Community Education Center operations, activities, programs, services and technical assistance functions.
Federal laws, codes, regulations, policies and procedures concerning immigration and citizenship. Immigration and Naturalization Act.
Educational programs, services, standards, requirements and procedures related to international students.

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College, State and federal standards and requirements concerning international student programs and services.
Diverse academic, socioeconomic, cultural and ethnic backgrounds of international students.
Correct oral and written usage of English and a designated second language.
Policies and objectives of assigned programs and activities.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Basic public relations techniques.

ABILITY TO:
Plan, organize, coordinate and implement the operations and activities of the Community Education Center to provide international students with programs, services and technical assistance concerning immigration and citizenship matters.
Coordinate communications, information and personnel to meet student needs and assure smooth and efficient Community Education Center activities.
Train and evaluate the performance of assigned personnel.
Assure proper and timely resolution of immigration and citizenship issues and conflicts.
Oversee and participate in the evaluation of applicant information and determination of student eligibility for various Community Education Center programs and services.
Develop and implement marketing, recruitment and promotion functions.
Read, write and speak English and a designated second language.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: associate’s degree in a related field and two years increasingly responsible experience working with citizenship, immigration or similar social service programs.

LICENSES AND OTHER REQUIREMENTS:
Incumbents in this classification are required to read, write and speak English and a designated second language.
Possess a valid Notary Public certification.

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WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
CLASS TITLE: CONTINUING EDUCATION FACILITIES SUPERVISOR

BASIC FUNCTION:

Under the direction of the Senior Director-Facilities, Planning and Campus Development, prioritize, organize, direct and perform operations and activities involved in the inspection, cleaning, construction, maintenance and repair of Continuing Education buildings, facilities, grounds and equipment; in conjunction with the Executive Director, coordinate and direct communications, personnel, projects and resources to meet College District needs and assure smooth and efficient departmental activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Prioritize, organize, direct and perform operations and activities involved in the inspection, cleaning, construction, maintenance and repair of Continuing Education buildings, facilities, grounds and equipment; establish and maintain departmental and project time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.

In conjunction with the Executive Director, coordinate and direct communications, personnel, projects and resources to meet College District needs and assure smooth and efficient departmental activities; confer with staff and administrators regarding custodial, maintenance, construction and repair projects, activities, progress and related needs and issues; assure proper and timely resolution of Department issues and conflicts.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Plan, schedule, develop and implement cleaning, installation, maintenance and repair projects; monitor, assess and modify activities in response to project progress.

Collaborate with administrators, personnel and contractor in the planning, development, scheduling, design and implementation of construction and renovation projects; coordinate and inspect the work of contractors for accuracy, completeness and compliance with established timelines and specifications.

Estimate and assure adequate personnel, materials and equipment needed for cleaning, maintenance and repair projects and activities; compile and prepare cost estimates; initiate recruitment activities as needed; monitor and assure adequate inventory levels of equipment and supplies; research and coordinate the purchase of equipment and supplies as needed; assist with bidding functions.

Provide consultation to administrators, personnel, outside agencies and the public concerning

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cleaning, maintenance, construction and repair activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information regarding related projects, services, time lines, standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Review budgetary and financial data; control and authorize expenditures in accordance with established limitations; estimate labor, materials and equipment needed for assigned functions; compile cost estimates; order and assure adequate levels of equipment and supplies.

Assist in the formulation and development of policies, procedures and programs; develop and implement procedures for training sessions related to worker safety; coordinate related accident prevention and loss control functions with consultants, personnel and others; direct hazardous waste removal functions for the Continuing Education.

Preparation and maintenance of various records and reports related to projects, work orders, plans, specifications, inspections, expenditures, inventory, plans, facility use, hazardous waste, personnel, waste management, budgets and assigned activities; assure mandated reports are distributed to appropriate governmental agency according to established time lines.

Assist the Senior Director- Facilities, Planning and Campus Development coordinate, organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend, conduct and participate in a variety of meetings as assigned; prepare and deliver oral presentations concerning maintenance, repair and construction activities as required; attend and participate in various in-services and seminars.

Coordinate facility use functions to meet the needs of the College District and the community.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organization and direction of operations and activities involved in the inspection, cleaning, construction, maintenance and repair of College District buildings, facilities, grounds and equipment. Proper methods, techniques, materials, tools and equipment used in cleaning, grounds maintenance, construction, maintenance and repair activities. Applicable building codes, ordinances, requirements, regulations and safety precautions. Requirements of maintaining buildings, facilities, grounds and equipment in a safe, clean and orderly condition. Health and safety regulations and procedures.

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Applicable laws, codes, rules, regulations, policies and procedures.
Operation of a computer and assigned software.
Policies and objectives of assigned programs and activities.
Inventory practices and procedures.
Preventive maintenance principles and practices.
Budget preparation and control.
Principles and practices of administration, supervision and training.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Organize, direct and perform operations and activities involved in the inspection, cleaning, construction, maintenance and repair of Continuing Education buildings, facilities, grounds and equipment.
Coordinate and direct communications, personnel, projects and resources to meet College District needs and assure smooth and efficient departmental activities.
Supervise and evaluate the performance of assigned personnel.
Inspect projects for accuracy, completeness and compliance with established standards, requirements and procedures.
Participate in the planning, development, scheduling, design and implementation of construction and renovation projects.
Develop and implement policies, procedures and training sessions related to worker safety.
Estimate and assure adequate personnel, material and equipment levels needed for projects.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct the preparation and maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible experience in the construction, maintenance and repair of building and facilities including two years in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

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ENVIRONMENT:
Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to inspect projects and read a variety of materials.
Sitting for extended periods of time.
CLASS TITLE: CONTROLLER

BASIC FUNCTION:

Under the direction of the Vice President-Business Services, plan, organize, control and direct the operations and activities of the Accounting Department including the preparation, development, monitoring, review, analysis, maintenance and adjustment of College District funds and accounts; develop and prepare the annual preliminary College budget; safeguard District assets through internal audit and effective internal control system; coordinate, direct and participate in financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of College accounts and budgets; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct Accounting operations and activities including the preparation, development, monitoring, review, analysis, maintenance and adjustment of College District funds and accounts; establish and maintain fiscal time lines and priorities for the College; assure related activities comply with established standards, requirements, internal controls, laws, codes, regulations, policies and procedures.

Provide consultation and technical expertise to administrators, personnel, outside agencies and others concerning fiscal operations and activities; respond to inquiries and provide detailed and technical information concerning related accounts, funds, budgets, transactions, records, standards, principles, laws, codes, regulations, policies and procedures; assure proper and timely resolution of fiscal issues and discrepancies.

Manage the development and implementation of fiscal reporting and special accounting projects; direct the research, compilation, assembly and analysis of a variety of related financial, statistical and budgetary information; investigate and resolve financial issues, errors and discrepancies; develop and implement data collection, analysis and presentation methodology for studies and projects.

Develop and prepare the annual preliminary College budget; monitor and analyze the College budget to assure proper allocations, fund disbursement and fiscal solvency; review, evaluate and project annual revenue and expenditures to determine budget requirements; revise the annual budget in response to College needs; monitor spending to assure compliance with established limitations.

Monitor, evaluate and enhance the current and long-range fiscal solvency, effectiveness and efficiency of the College District; develop, analyze and provide technical assistance to various administrators concerning fiscal plans, goals, objectives and strategies; provide technical direction to administrators in assuring smooth and efficient fiscal and budgetary functions and activities.

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Coordinate fiscal functions to assure smooth and efficient annual audits; direct audit-related activities for calendar and year-end closing activities.

Monitor and analyze Accounting operations, systems and activities for financial effectiveness and operational efficiency; direct the planning, development and implementation of policies, procedures, systems and programs to safeguard assets through internal controls, enhance the financial effectiveness and operational efficiency of Accounting operations and activities.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures; conduct fiscal training sessions as needed.

Coordinate, direct and participate in financial record-keeping, reporting and related auditing functions including general accounting, accounts payable and payroll functions to assure accurate and timely accounting and reporting of College accounts and budgets; monitor fiscal performance and integrity of College funds including Bookstore, Food Services and other enterprises.

Communicate with administrators, personnel and various outside agencies to exchange information, coordinate activities and resolve issues or concerns; assure operations meet compliance regulations and deadlines with outside agencies including the Chancellor’s Office, Santa Barbara County and California Department of Education and others.

Direct the calculation, posting, auditing and adjustment of journal entries; coordinate and direct the monitoring, evaluation, balancing and reconciliation of various accounts, funds and budgets; assure accurate accounting of funds including income and expenditures; initiate budget and fund transfers and adjustments as appropriate; audit accounts for errors and make appropriate adjustments.

Attend and conduct a variety of meetings as assigned; prepare and deliver oral presentations concerning fiscal operations, activities, needs and issues.

Provide technical information and assistance to the Vice President concerning fiscal and budgetary activities, needs and issues; assist in the formulation and development of policies, procedures and programs; oversee the development and implementation of fiscal goals and objectives.

Direct accounts payable and payroll functions to assure accurate and timely payment of financial obligations and employees; direct the issuing and distribution of checks and other payments.

Direct the input of a variety of financial and statistical data into an assigned computer system; oversee the maintenance of related automated records and files; direct and participate in generating a variety of computerized reports; assure accuracy of input and output data; oversee the development of technology systems and processes to enhance the efficiency of College fiscal functions.

Develop and prepare the annual preliminary Fiscal Services budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

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Direct and participate in the preparation and maintenance of various financial and statistical records, statements and reports related to budgets, accounts, funds, income, expenditures, projections, audits, fiscal performance and assigned activities.

Maintain current knowledge of State and federal laws, codes, rules, regulations and pending legislature related to accounting and budgetary functions; modify programs and procedures to assure compliance with established requirements as necessary; implement accounting standards as needed.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of Accounting operations and activities including the preparation, development, monitoring, review, analysis, maintenance and adjustment of College District funds and accounts.
Accounting, budget and business functions of a college district.
Advanced theory and application of budgetary planning and control in a college system.
Generally accepted accounting and auditing principles, practices and procedures.
Preparation, analysis, review and control of College accounts and budgets.
Applicable laws, codes, regulations, policies and procedures.
Financial and statistical record-keeping techniques.
Financial analysis and projection techniques.
Leadership and team building skills to encourage promote and maintain positive and motivated work attitudes.
Preparation of financial statements and comprehensive accounting reports.
Fiscal organization, operations, policies and objectives of the College District.
Policies and objectives of assigned programs and activities.
Principles and practices of administration, supervision and training.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct Accounting operations and activities including the preparation, development, monitoring, review, analysis, maintenance and adjustment of College District funds and accounts.
Develop and prepare the annual preliminary College budget.
Coordinate, direct and participate in financial record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of College accounts and budgets.
Supervise and evaluate the performance of assigned personnel.
Review and analyze budgets to assure proper allocations, fund disbursement and fiscal solvency.

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Monitor, evaluate and enhance the current and long-range fiscal solvency, effectiveness and efficiency of the College District.
Assure accurate accounting of funds including income and expenditures.
Evaluate financial and budgetary data and prepare reports, forecasts and recommendations.
Direct the monitoring, evaluation and reconciliation of College accounts, funds and budgets.
Monitor, evaluate and enhance the current and long-range fiscal solvency, effectiveness and efficiency of the College District.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct and participate in the preparation and maintenance of various financial and statistical records and comprehensive accounting reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in accounting or related field and seven years increasingly responsible accounting experience involving the review, analysis, maintenance and adjustment of a variety of budgets, funds and accounts including three years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

Certified Public Accountant or equivalent required.
Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: COORDINATOR – FOSTER AND KINSHIP CARE EDUCATION

BASIC FUNCTION:

Under the direction of a Dean, plan, organize, coordinate and implement the operations and activities of the Foster and Kinship Care Education program to provide educational outreach to students and families involved in the foster care system; coordinate communications, information, services, meetings and trainings to facilitate the enrollment and meet the academic needs of at-risk students.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, coordinate and implement the operations and activities of the Foster and Kinship Care Education program to provide educational outreach to students and families involved in the foster care system; establish and maintain related time lines and priorities; monitor and adjust Program services and activities in response to student and family needs.

Coordinate communications, information, services, meetings and trainings to facilitate the enrollment and meet the academic needs of at-risk students; develop and maintain related calendars and schedules; oversee the development and implementation of program services, goals, plans, objectives, projects and activities; assure proper and timely resolution of related issues and conflicts.

Plan, organize, coordinate and conduct a variety of meetings, conferences, training sessions and special events in support of Foster and Kinship Care Education program and related services; prepare and deliver oral presentations; prepare and distribute training and informational materials; oversee the administration of related tests and preparation and processing of related forms.

Provide consultation concerning the Foster and Kinship Care Education program to students, families, outside agencies and the public; establish and maintain contact with foster parents; respond to inquiries and provide detailed and technical information concerning related resources, services, opportunities, standards, practices, policies and procedures.

Coordinate communications, services and information between College departments, staff; administrators, students, families, State agencies, the Chancellor’s Office, colleges, social service organizations and various outside agencies; oversee and participate in the preparation and distribution of a variety of correspondence such as flyers, letters and bulk mailings.

Develop and prepare budgets related to the Foster and Kinship Care Education program; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; assure services and activities comply with grant requirements; research and obtain program funding as directed; submit reports for grants.

Oversee and participate in the preparation and maintenance of a variety of records, reports and files related to trainings, budgets, programs, services, participation, plans, funds and assigned activities; assure mandated reports are submitted to appropriate agencies according to established time lines.

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Train and provide work direction and guidance to assigned hourly staff; assign duties and review work to assure accuracy, completeness and compliance with established requirements; assist with recruitment activities as directed.

Provide technical information and assistance to the assigned administrator regarding program services, needs and issues; assist in the formulation and development of policies, procedures and programs.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; utilize various projectors during presentations; drive a vehicle to conduct work.

Monitor, order and maintain adequate inventory levels of program supplies.

Attend various board meetings and prepare related agenda items as directed; attend regional meetings, conferences, events, community collaborations and other activities as directed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization, coordination and implementation of the operations and activities of the Foster and Kinship Care Education programs.
Educational and social programs, services, resources, standards, requirements and procedures related to students and families involved in the foster care system.
Policies, goals and objectives of assigned programs, services and activities.
College, State and federal standards and requirements governing assigned programs and services.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
Special needs of students and families involved in the foster care system.
Oral and written communication skills.
Budget preparation and control.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Public speaking techniques.
Basic public relations techniques.

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ABILITY TO:
Plan, organize, coordinate and implement the operations and activities of the Foster and Kinship Care Education programs to provide educational outreach to students and families involved in the foster care system.
Coordinate communications, information, services, meetings and trainings to facilitate the enrollment and meet the academic needs of at-risk students.
Plan, organize, coordinate and conduct a variety of meetings, conferences, training sessions and special events in support of assigned programs and services.
Monitor and adjust Program services and activities in response to student and family needs.
Provide consultation concerning Foster and Kinship Care Education programs and services to students, families, outside agencies and the public.
Prepare and deliver oral presentations.
Interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Oversee and participate in the preparation and maintenance of various records, reports and files.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree in early childhood education, sociology, psychology or related filed and two years social service or educational experience working with foster care or similar programs and services.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.
Variable hours.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.

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CLASS TITLE: COORDINATOR - MATHEMATICS, ENGINEERING AND SCIENCE ACHIEVEMENT (MESA) PROGRAM

BASIC FUNCTION:

Under the direction of a Dean, coordinate, develop, and implement the college MESA program and fulfill related administrative duties as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Implement the MESA program in cooperation with faculty sponsors, statewide community college director, deans, and other members of the faculty.

Develop tutoring and study programs for the MESA center which includes the recruitment and training of instructional assistants and tutors (peer, volunteer, and community college sources) in mathematics, science, computer science and engineering, and which incorporates a mix of individual small and large group study activities.

Consult with faculty, teaching assistants, and administrators of support services to assist in improved delivery of service to students.

Plan, schedule, and coordinate activities related to academic advising, career advising and job orientations for students. Recruit and schedule speakers for meetings of MESA students.

Maintain contact with MESA students through personal discussions, regular meetings, and other activities. Maintain a file on each MESA student and transfer student with information on student’s current status.

Review all applications for admissions to MESA from underrepresented target students and make recommendations, as appropriate.

Develop, plan, and coordinate activities related to the high school outreach program, student retention program, MESA/CCCP and MESA MEEP, and MESA Schools Program.

Process budget items, monitor expenses and work with the faculty sponsor in planning of future budgets of MESA generated funds. Prepare mid-year and annual programmatic and financial reports of MESA generated funds.

Compile data and prepare status reports as required by the local center and the MESA statewide office; collect and manage student data and records.

Collect appropriate data to work with faculty sponsor in preparation of MESA grant proposals.

Oversee the work of hourly and student workers.

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Attend meetings and conferences.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles and practices of public administration supervision and training.
Standards, practices, goals, objectives and procedures of college outreach, recruitment, advisement, pre-enrollment, orientation and support services relating to student enrollment functions.
MESA model and its related components designed to serve students.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
College organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Public speaking techniques.
Basic budget preparation and control.
Public relations techniques.
Office methods and procedures including business correspondence, grammar, spelling, forms, telephone etiquette, and filing.

ABILITY TO:
Plan, organize, and direct the operations of the MESA program.
Interpret, apply and enforce pertinent laws, rules and regulations.
Coordinate, oversee and participate in a variety of outreach and recruitment functions.
Oversee and participate in providing consultation and assistance to prospective and current students, parents and the public concerning College admissions, enrollment, programs and services.
Develop, implement and conduct recruitment and outreach activities at secondary schools.
Oversee and participate in the preparation and distribution of correspondence and a variety of promotional and informational materials.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Meet schedules and time lines.
Plan and organize work.
Work independently with little direction.
Operate a computer and assigned software
Oversee and participate in the preparation and maintenance of various records and reports.
Analyze policies and procedures and formulate recommendations for improvement. Effectively communicate both orally and in writing.

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Establish and maintain cooperative-working relationships with those contacted during the course of work.
Utilize computer software applications, and keep records and prepare reports.
Work independently, assume responsibility, and take initiative in carrying out assignments.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: bachelor’s degree with major coursework in mathematics or science based field or counseling and three years increasingly responsible paid experience in education or a profession involving work with post-secondary students in mathematics based fields of study, with at least one year of experience providing academic services aimed at improving skills of students in mathematics based fields of study.

A sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.
CLASS TITLE: COORDINATOR - STUDENT OUTREACH & ORIENTATION

BASIC FUNCTION:

Under the direction of the Associate Dean, coordinate, oversee and participate in a variety of outreach, recruitment and new student orientation functions including program advisement, pre-enrollment, assistance and support services to facilitate, enhance and assure smooth student enrollment at the College; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate, oversee and participate in a variety of outreach, recruitment and new student orientation functions including program advisement, pre-enrollment, orientation and support services to facilitate, enhance and assure smooth student enrollment at the College; develop and implement related goals, objectives, strategies, time lines, priorities and activities.

Oversee and participate in providing consultation and assistance to prospective and current students, parents and the public concerning the College.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work for accuracy, completeness and compliance with established standards and procedures; coordinate, train and oversee student and hourly workers.

Prepare, receive and respond to a variety of correspondence concerning College services, admissions, programs and activities; receive and respond to telephone calls; receive and meet with prospective students and their parents; advise students concerning College enrollment, registration and transition. Provide leadership and training to assure timely and accurate response to all general information telephone calls to the College.

Develop, implement and conduct recruitment and outreach activities at secondary schools; coordinate, arrange and participate in school visits and events to recruit students and promote the College; prepare and deliver oral presentations.

Serve as a liaison and coordinate communications, information, programs and services between personnel, schools, educational organizations, outside agencies, students, families and the public; resolve school relations and dual enrollment issues and conflicts in a proper and timely manner.

Oversee, train and evaluate in-person and telephone enrollment center; respond to inquiries and provide detailed and technical information concerning College admissions, enrollment, programs, services, classes and related standards, events, time lines, requirements, policies and procedures.

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Serve as a member of the Enrollment Management Team to enhance and facilitate student enrollment and related pre-enrollment functions; attend and participate in related meetings; assist in the development and implementation of enrollment goals, objectives, policies and procedures.

Serve as a member of the college Matriculation Committee; review and make recommendations on areas of matriculation including admissions, registration, assessment, articulation, counseling, and research; monitor matriculation budget and expenditures.

Coordinate marketing activities to enhance student enrollment; oversee and participate in the preparation and distribution of newsletters and a variety of other promotional and informational materials; develop and implement college fairs, open house and other special events.

Oversee and participate in the development, coordination and conducting of individual and group campus tours and new student orientations for students, families and other visitors; notify faculty and departments of tour activities and time lines; reserve facilities and assure availability of tour guides.

Oversee and participate in the preparation and maintenance of a variety of records and reports related to prospective students, special events, budgets and assigned activities.

Assist in the preparation and development of the Student Outreach and Orientation budget; review and evaluate related budgetary data; control and authorize expenditures in accordance with established limitations.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; develop, implement and conduct in-services concerning enrollment, outreach and recruitment functions.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Standards, practices, goals, objectives and procedures of college outreach, recruitment, advisement, pre-enrollment, orientation and support services relating to student enrollment functions.
Practices, procedures, standards, requirements and techniques involved in college enrollment, admissions, new student orientation programs and transfers.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
College organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.

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Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Public speaking techniques.
Basic budget preparation and control.
Public relations techniques.

ABILITY TO:
Coordinate, oversee and participate in a variety of outreach, recruitment and new student orientation functions including program advisement, pre-enrollment, orientation and support services to facilitate, enhance and assure smooth student enrollment at the College.
Oversee and participate in providing consultation and assistance to prospective and current students, parents and the public concerning College admissions, enrollment, programs and services.
Train and evaluate the performance of assigned personnel.
Develop, implement and conduct recruitment and outreach activities at secondary schools.
Oversee and participate in the preparation and distribution of correspondence and a variety of promotional and informational materials.
Serve as a member of the Enrollment Management Team.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Meet schedules and time lines.
Plan and organize work.
Work independently with little direction.
Operate a computer and assigned software.
Oversee and participate in the preparation and maintenance of various records and reports.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: bachelor’s degree with major coursework in sociology, psychology, communication or related field and three years increasingly responsible experience working with College enrollment, recruitment or related functions including frequent public contact.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.

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Hearing and speaking to exchange information and make presentations.
Walking to conduct tours.
Setting up and breaking down of tables, chairs, boxes, and display cases at events.
CLASS TITLE: CUSTODIAL SUPERVISOR

BASIC FUNCTION:

Under the direction of the Senior Director-Facilities, Planning and Campus Development, organize and direct operations and activities involved in the cleaning of College buildings and adjacent grounds areas; coordinate communications, projects, resources and personnel to assure a clean, orderly and secure campus for students, staff and visitors; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Organize and direct operations and activities involved in the cleaning of College buildings and adjacent grounds areas; establish and maintain custodial time lines and priorities; receive, distribute and coordinate response to work orders; assure related activities comply with established laws, codes, regulations, policies and procedures.

Coordinate communications, projects, resources and personnel to assure a clean, orderly and secure campus for students, staff and visitors; plan, develop and implement custodial projects and daily activities; inspect completed projects for accuracy, completeness and compliance with established requirements; confer with staff regarding custodial needs, projects and work order status.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties, overtime, approve vacation time and review work to assure compliance with established standards and procedures.

Assure adequate resources to meet the custodial needs of the College; estimate labor, supplies and equipment needed for custodial projects and daily activities; monitor inventory levels of supplies and equipment; order, receive and maintain adequate inventory levels of supplies and equipment; account for and supervise the distribution and collection of keys for subordinate employees.

Supervise the cleaning of classrooms, lounges, offices, hallways and other facilities; organize and direct the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; assure proper vacuuming, spot cleaning and shampooing of rugs and carpets; supervise the cleaning of restrooms and assure facilities are stocked with adequate supplies; assist with cleaning routes as needed.

Coordinate and oversee the preparation of facilities and set-up and assembly of chairs, tables and other furniture and equipment for special events and activities; supervise the clean-up of furniture, equipment and debris following these events; coordinate and participate in special custodial assignments such as pressure washing and weekend projects.

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Custodial Supervisor - Continued

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, forklifts and blowers; perform general maintenance and repairs on custodial equipment; perform welding or arrange for major maintenance and repairs as needed.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues and concerns; receive, prepare and distribute correspondence related to custodial needs, projects and activities.

Research prices for custodial supplies and equipment; review and authorize expenditures according to established limitations; assist with budget development and preparation for custodial functions.

Operate standards office equipment including a computer and assigned software; drive a vehicle to conduct work.

Maintain various records related to safety, supplies, equipment, work orders, inventory and assigned activities; pick up and process recycling according to established procedures.

Inspect buildings and facilities to identify custodial maintenance and repair needs; assure proper identification and resolution of safety, sanitary, security and fire hazards; coordinate response to emergency custodial needs.

Attend and participate in various meetings and in-services as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organization and direction of operations and activities involved in the cleaning of College buildings and adjacent grounds areas.
Proper methods, techniques, materials, tools and equipment used in modern custodial work.
Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
Inventory practices, procedures and requirements for custodial activities.
Applicable laws, codes, regulations, policies and procedures.
Practices, procedures and techniques involved in the development and implementation of custodial projects and daily activities.
Requirements of maintaining College buildings in a safe, clean and orderly condition.
Principles and practices of supervision and training.
Operation of a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Appropriate safety precautions and procedures.
Record-keeping techniques.
Proper lifting techniques.

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ABILITY TO:
Organize and direct operations and activities involved in the cleaning of College buildings and adjacent grounds areas.
Coordinate communications, projects, resources and personnel to assure a clean, orderly and secure campus for students, staff and visitors.
Train and evaluate the performance of assigned personnel.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Supervise the cleaning of classrooms, lounges, offices, hallways and other facilities.
Estimate labor, material and equipment requirements for projects and activities.
Plan, develop, implement and inspect custodial projects and daily activities.
Coordinate and oversee the preparation of facilities and set-up and assembly of chairs, tables and other furniture and equipment for special events and activities.
Utilize and maintain a variety of custodial equipment.
Operate a computer and assigned software.
Plan and organize work.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Maintain various records related to assigned activities.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible custodial experience including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.

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HAZARDS:
Exposure to cleaning agents and chemicals.
CLASS TITLE: DEAN

BASIC FUNCTION:

Under the direction of the Executive Vice President, plan, organize, control and direct assigned instructional and student support operations, activities, departments and programs; coordinate and direct communications, information, resources and personnel to meet the instructional and student support needs of the College and enhance the educational effectiveness of assigned departments, programs and functions; supervise and evaluate the performance of assigned faculty and classified personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct the instructional and student support operations and activities of assigned programs and units.

Coordinate and direct communications, information, resources and personnel to meet the instructional and student support needs of the College and enhance the educational effectiveness of assigned departments, programs and functions; establish and maintain related time lines and priorities; assure related activities comply with established College, State and federal standards, requirements, laws, codes, rules, regulations, policies and procedures.

Supervise and evaluate the performance of assigned faculty and classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; observe faculty progress and performance in the classroom.

Direct the development and implementation of programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives; coordinate and schedule classes, programs, services and other instructional and student support activities as directed; assure proper and timely resolution of student, staff, faculty, administrative, department, program and related issues, complaints and conflicts.

Monitor and analyze assigned operations, activities, departments and programs to determine educational and financial effectiveness and operational efficiency; receive and respond to administrative, faculty, staff and public input concerning instructional and student support needs; direct the development and implementation of standards, programs, policies and procedures to enhance educational and financial effectiveness and operational efficiency.

Administer and monitor instructional and student support programs and activities to assure compliance with established standards and requirements; assist faculty with developing and maintaining curriculum standards, enhancing class enrollment and meeting the educational needs and goals of students; coordinate activities and staff development functions to enhance College faculty understanding of curriculum standards and requirements, instructional strategies and related materials.

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Provide consultation and technical expertise to administrators, faculty and others concerning assigned departments, programs, services, operations and activities; respond to inquires, resolve issues and conflicts, and provide detailed and technical information concerning related standards, requirements, practices, schedules, strategies, plans, goals, objectives, laws, codes, regulations, polices and procedures.

Coordinate communications, programs, services, activities and information between administrators, faculty, department chairs, personnel, outside organizations, students, the public and various local, State and federal agencies; direct the preparation and distribution of correspondence and marketing and informational materials as assigned.

Assure adequate resources and personnel to meet the needs of assigned departments and programs; direct related procurement and purchasing functions; initiate personnel transactions such as hiring activities as appropriate; coordinate and direct activities to assure proper facilities usage and access; assure proper maintenance of department and program facilities as directed.

Coordinate, develop, implement and conduct training and professional development activities, and orientations concerning assigned instructional and student support programs and departments as required; prepare and deliver oral presentations concerning related principles, standards, guidelines, requirements, practices, procedures and techniques; prepare and distribute related training materials.

Develop and prepare the annual preliminary budget for assigned instructional and student support operations, activities, departments and programs; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain grants and other funding sources as required; prepare related proposals and documents.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to departments, programs, services, personnel, students, courses, budgets, financial activity and assigned duties; assure mandated reports are submitted to appropriate local, State or federal agency according to established time lines.

Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to assigned departments, programs and activities; modify programs, instructional and student support activities, policies and procedures to meet State and federal requirements as needed.

Provide technical information and assistance to the Executive Vice President regarding instructional and student support services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Direct the programming and assigned faculty and staff for courses offered through the Center for Lifelong Learning in accordance with College directives, policies and procedures.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

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Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work; oversee the development and modification of computer systems as required.

Coordinate, attend and conduct various meetings, committees, conferences, seminars and special events as assigned; present materials and information concerning assigned departments, programs and functions.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of assigned instructional and student support operations, activities, departments and programs.
Curriculum standards, requirements, interpretation and application in assigned departments and programs.
College, State and federal standards and requirements governing college district academic programs.
Techniques and strategies related to assigned instructional and student support departments and programs.
Principles, practices, procedures and techniques involved in the development and implementation of curriculum standards, and instructional and student support programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.
Principles and practices of administration, supervision and training.
Policies and objectives of assigned programs and activities.
College District organization, operations, policies and objectives.
Budget preparation and control.
Oral and written communication skills.
Applicable State and federal laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public relations techniques.
Requirements of assigned student support functions.

ABILITY TO:
Plan, organize, control and direct assigned instructional and student support operations, activities, departments and programs.
Coordinate and direct communications, information, resources and personnel to meet the instructional and student support needs of the College and enhance the educational effectiveness of assigned departments, programs and functions.
Supervise and evaluate the performance of assigned faculty and classified personnel.
Direct the development and implementation of programs, services, plans, strategies, processes, systems, projects, goals and objectives.
Monitor, analyze and direct the development and implementation of programs, policies and procedures to enhance educational effectiveness and operational efficiency.
Plan, coordinate and direct operations, personnel and resources to enhance faculty understanding of

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educational practices, instructional strategies and curriculum standards.
Assure proper and timely resolution of student, staff, faculty, department, program and related issues, complaints and conflicts.
Provide consultation and technical expertise concerning assigned departments and programs.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree and seven years increasingly responsible experience working with instructional or student support programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information and make presentations.
CLASS TITLE: DIRECTOR-ACADEMIC TECHNOLOGY SUPPORT

BASIC FUNCTION:

Under the direction of a Dean, coordinate and direct projects, personnel, communications, user support and resources to meet the student technology needs of the College and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct operations and activities involved in the development and implementation of student technology systems, databases, software and applications; establish and maintain time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies, procedures and Educational Program goals.

Provide technical leadership for open, instructional and student support computer labs, including the Cyber Center; lead the lab advisory work group.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignments, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; establish and maintain a workplace climate that encourages staff professional development and participation.

Coordinate and direct user support functions; oversee and participate in technical assistance and training services concerning the operation of student technology systems, databases, software and applications; respond to inquiries and provide detailed and technical information and training concerning related practices, techniques, requirements, procedures and malfunctions.

Supervise the distance education function including software for labs used by faculty.

Direct project management and systems administration to design, develop and implement strategies and procedures to administer learning management and Portal systems including responsibility for the coordination of: the overall management of learning management and Portal applications; web content and content managers; the Online College/Portal help desk, and Online College/Portal user training; maintain enrollment data (course sections, logins and passwords); interaction involving faculty, students and staff to determine course requirements, content needs and desired output.

Coordinate and collaborate with Information Technology (IT) to assure procedures for maintaining proper operation of learning management and portal servers (optimize, maintain, troubleshoot learning management and Portal software); coordinating database integrity, security, optimization and backup; and working effectively with District user services, Web Development, and technical services staff to assure user information needs are met.

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Work with technical staff within the Information Technology Division to plan and implement software with campus web-based services, assess workload implications and feasibility of new system requirements; prepare documentation of system functionality and use; develop a thorough and rigorous testing of software and database performance before new applications are released into production.

Participate on a wide range of committees and work groups on projects involving instructional support.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of operations and activities involved in the development and implementation of student technology systems, databases, software and applications.
Principles, methods and procedures of operating computers, network systems and peripherals.
Technical aspects of researching, comparing and purchasing technology systems and equipment.
System utilities and design and program applications.
Database structures, on-line applications and system capabilities of student technology systems.
Principles, practices and methods of database structures, computer programming and system design.
Practices, procedures and techniques involving in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of hardware, software, networks and peripherals.
College organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:
Plan, organize, control and direct operations and activities involved in the development and implementation of student technology systems, databases, software and applications.
Coordinate and direct projects, personnel, communications, user support functions and resources to meet the student technology needs of the College and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel.
Research, analyze and maintain current knowledge of new technologies to identify opportunities to meet student technology needs.
Direct the programming, development, modification and analysis of computer systems, databases and applications to meet student technology needs and provide for system enhancements.
Direct user support functions concerning student technology systems, software and applications.

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Plan, organize, control and direct the investigation, troubleshooting, diagnosis and repair of hardware, software, network and peripheral malfunctions. 
Communicate effectively both orally and in writing. 
Interpret, apply and explain laws, codes, regulations, policies and procedures. 
Establish and maintain cooperative and effective working relationships with others. 
Operate a computer and assigned office equipment. 
Analyze situations accurately and adopt an effective course of action. 
Meet schedules and time lines. 
Work independently with little direction. 
Plan and organize work. 
Prepare comprehensive narrative and statistical reports. 
Direct the maintenance of a variety of reports, records and files related to assigned activities. 
Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of Community College students. 

EDUCATION AND EXPERIENCE: 

Any combination equivalent to: bachelor’s degree in computer science or related field and five years increasingly responsible experience in the development, design, operation, analysis maintenance and repair of computer systems and related hardware and software. 

LICENSES AND OTHER REQUIREMENTS: 

Valid California driver’s license. 

WORKING CONDITIONS: 

ENVIRONMENT: 
Office environment. 
Driving a vehicle to conduct work. 

PHYSICAL DEMANDS: 
Hearing and speaking to exchange information and make presentations. 
Dexterity of hands and fingers to operate a computer keyboard. 
Seeing to read a variety of materials. 
Sitting for extended periods of time. 

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SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF ADMINISTRATIVE SERVICES AND EMERGENCY RESPONSE

BASIC FUNCTION:

Under the direction of the Vice President-Business Services, plan, organize and direct operations and activities involved in emergency readiness and response, training and compliance; the warehouse, purchasing of supplies, equipment and services for the College; coordinate the bidding process, warehousing functions, requisition processing, personnel, resources and communications to meet College needs and assure smooth, efficient and cost-effective purchasing activities; supervise and evaluate the performance of assigned personnel, additionally responsible for the administrative services functions of the College; performs management duties within the Administrative Services organizational structure; supervises and oversees administrative services; directs and coordinates specific District wide risk management functions and activities; and provides support functions for College programs as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Emergency Response:
Bring the college into compliance and ensure ongoing compliance with emergency preparedness regulations, protocols, procedures, and laws; ensure ongoing readiness for all aspects of emergency/disaster preparedness and response and develop emergency preparedness procedures for the campus. Design, plan and conduct readiness and response training for safety marshals, drills and exercises, interface with local police, fire and disaster agencies and those organizations responsible for emergency planning and response.

Coordinate planning, developing, and implementing strategic initiatives that strengthen the campus’s ability to respond and recover from an emergency.

Perform complex technical work in emergency preparedness and disaster planning. Develop plans and procedures using a combination of original and emergency management professional standards approaches/techniques to solve substantive, complex emergency preparedness, response, and recovery challenges.

Plan, develop, and maintain a comprehensive all-hazards emergency operations plan including hazard specific appendices and functional annexes for both natural and human-cause identified campus hazards. Coordinate with campus units on preparedness and planning initiatives; guides, instructs, motivates, assists, and facilitates the emergency management activities of all departments; assists departments with creating, reviewing, updating, and fulfilling departmental planning efforts; and track progress, create reports, and coordinates emergency management efforts throughout the campus. Direct and manage a campus-wide network of the Building and Emergency Management Safety Marshal Program.

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Interact with various municipalities, police, fire, hazardous materials (hazmat) teams and other emergency preparedness, representing the District to build local, state, and national partnerships to support the Emergency Management program; identify, develop, and maintain Memorandums of Understanding (MOUs) with planning and response partners.

The Position will be an acknowledged campus expert on emergency planning and preparedness, and will be required to be available at all times (i.e. on 24 hour call). The incumbent will assist with activation, direction and coordination of the EOC, including coordinating Mutual Aid with outside agencies, providing status reports to Chancellor and Executive Policy Group, County of Santa Barbara and State of California, and de-activation of EOC and transition to recover phase. Writes and updates manuals and procedures.

**Purchasing/Contracts:**
Plan, organize and direct operations and activities involved in the purchasing of supplies, equipment and services for the College; assure timely and cost-effective delivery of goods and services; establish and maintain purchasing and administrative services time lines, priorities, policies and procedures; assure purchasing and administrative services activities comply with established laws, codes, regulations, policies and procedures.

Coordinate the bidding process, warehousing functions, requisition processing, personnel, resources and communications to meet College needs and assure smooth and efficient purchasing activities; assure proper and timely resolution of purchasing issues, conflicts and discrepancies; recommend approval of contracts and terms and conditions.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards, requirements and procedures.

Coordinate activities to assure accurate and timely processing of purchase requisitions and information; direct and participate in the input of purchasing information into an assigned computer system; oversee the generating of purchase orders; review and authorize purchase orders as appropriate.

Establish bidding time lines; write and assure completeness and clarity of bid specifications; obtain, compare and evaluate bids, quotations and proposals to determine cost-effectiveness and compliance with specifications; review and provide technical input concerning contracts.

Review and evaluate requisitions to determine appropriate procurement method; research and evaluate contractors and sources of supply; confer and negotiate with vendors and contractors concerning price, specifications, product information, services, delivery, credit and other issues.

Order goods and services according to established policies and procedures; select vendors according to price effectiveness, product quality and vendor reliability; recommend bid awards and contracts; assure compliance with bid specifications and quotes.

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Coordinate warehouse functions to assure timely receipt, inspection, processing, storage and issuing of goods and equipment; follow up on delayed shipments, discrepancies and damaged deliveries; coordinate, conduct and account for regular and periodic inventories of supplies and equipment.

Coordinate purchasing activities, communications and information between departments, vendors, contractors and others; respond to inquiries and provide technical information concerning purchasing activities, orders, bids, supplies, equipment, contracts, time lines, policies and procedures.

Oversee the distribution and collection of College District keys and related locksmith functions; coordinate inventory functions to assure accurate accounting of keys; assure proper maintenance of electronic locks and related access codes.

Direct and participate in the preparation and maintenance of a variety of records, reports and files related to bids, purchase orders, keys, locks, inventory, personnel, vendors, requisitions, receipts, surplus equipment and assigned activities.

Develop and prepare the annual preliminary budget for purchasing and administrative services functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Oversee the District Cal-Card program.

Provide technical information and assistance to the Vice President-Business Services regarding purchasing and administrative services activities, needs and issues; assist in the formulation and development of purchasing/administrative services policies, procedures and programs.

Communicate with personnel, administrators, vendors, contractors and outside organizations to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Coordinate the identification, storage and disposal of surplus equipment for the College.

Responsible for managing contracts, supplier negotiation, negotiation contract terms and conditions, supplier management and collaboration with internal District departments.

**Administrative Services:**
Direct the reservation, rental and use of District facilities by College and community groups; process requests for the rental of campus rooms and athletic facilities; coordinate services and employee work assignments for related campus events; maintain reservation systems and schedules; assure facility usage and related activities comply with District policies and procedures.
Plan, organize and direct a variety of risk management activities for the College including Workers’ Compensation, property and liability, safety and loss control programs and functions; establish and maintain related time lines priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Serve as District ADA/504/508 Compliance Coordinator, responsible for the receipt and impartial investigation of grievances and complaints related to disability discrimination as submitted by students or employees.

Review, analyze, investigate and coordinate response to Workers’ Compensation claims filed against the College; evaluate claims, confer with claims examiners, determine legitimacy and recommend or approve settlement or litigation options based on interpretation and application of established laws and investigative results.

Develop and implement strategies to minimize risk by projecting potential losses to the College and determining appropriate response to identified risks; compile and analyze risk management data; oversee the investigation of safety hazards and liability issues; implement related corrective actions, preventative measures and methods to reduce, eliminate or transfer potential losses and risks.

Coordinate extended absences and related accommodations for employees due to workplace injuries with the Human Resources department; review and approve permanent disability awards as directed; follow up on disability status as needed.

Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, reports and files related to safety programs, claims, loss experience, insurance, OSHA, injuries, personnel and assigned activities; prepare insurance certificates, facility use requests and safety work orders as needed; prepare, process and evaluate various forms and applications.

Provide technical information and assistance to the Vice President-Business Services concerning risk management, safety and facility use functions, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Manages District risk management program to include developing, implementing and disseminating plans, policies, standards, and procedures for effective risk management and control.

Evaluates extent of risk exposure and, where feasible, develops programs to minimize financial risk to the District.

Coordinate and direct community services and relations with designated public agencies.

Attend and conduct various meetings as assigned.

OTHER DUTIES:
Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Management of operations and activities involved in the purchasing of supplies, equipment and services for the College.
Emergency preparedness and response training regulations, protocols, procedures and laws.
Principles, methods, practices and procedures of purchasing, administrative services, contract administration and warehouse activities.
Bid specifications, contract preparation, specification requirements and price negotiation procedures.
Equipment, supplies and services utilized in a college district.
Contractors, sources of supply, vendors, commodity markets, marketing practices and commodity pricing methods.
Warehousing procedures, material handling, inventory control and distribution.
Technical aspects of researching, comparing and purchasing services, supplies and equipment.
Use and terminology of requisitions, purchase orders and other warehouse documents.
Inventory practices and procedures.
Applicable local, State and federal laws, codes, regulations, policies and procedures.
College organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Planning, organization and direction of risk management activities including Workers’ Compensation, property and liability, safety and loss control programs and functions.
Principles, practices, procedures, strategies, terminology and techniques involved in the processing, evaluation, investigation and resolution of Workers’ Compensation and property and liability claims.
Laws relating to Workers’ Compensation, insurance coverage, employer liability and public liability.
Risk management, exposure identification and loss control principles, strategies and techniques.
Principles, practices and procedures of claims management and risk financing.
Safety inspection and accident investigation practices and procedures and related corrective actions.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize and direct operations and activities involved in the purchasing of supplies, equipment and services for the College.
Ensure ongoing readiness for all aspects of emergency/disaster preparedness and response.
Coordinate the bidding process, warehousing functions, requisition processing, personnel, resources and communications to meet College needs and assure smooth and efficient purchasing activities.
Supervise and evaluate the performance of assigned personnel.
Assure timely and cost-effective delivery of goods and services.
Receive, compare and evaluate bids, proposals, quotations and related information to determine cost-effectiveness, compliance with specifications and quality of services and products.
Direct activities involved in the receipt, storage and distribution of supplies and equipment.
Assure proper and timely resolution of purchasing issues, conflicts and discrepancies.
Coordinate activities to assure accurate and timely processing of purchase requisitions and information.

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Plan, organize and direct a variety of risk management activities for the College including Workers’ Compensation, property and liability, safety and loss control programs and functions. 
Review, analyze, process and determine appropriate response to Workers’ Compensation and property and liability claims filed against the College District. 
Oversee the reservation, rental and use of District facilities by College and community groups. 
Determine claim legitimacy and recommend or approve settlement or litigation options based on interpretation and application of established laws and investigative results. 
Develop and implement mandated safety programs including injury and illness prevention, exposure control, disaster preparedness and ergonomics. 
Communicate effectively both orally and in writing. 
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures. 
Establish and maintain cooperative and effective working relationships with others. 
Operate a computer and assigned office equipment. 
Analyze situations accurately and adopt an effective course of action. 
Meet schedules and time lines. 
Work independently with little direction. 
Plan and organize work. 
Prepare comprehensive narrative and statistical reports. 
Direct the maintenance of a variety of reports, records and files related to assigned activities. 
Analyze complex information related to purchasing, contracts, and risk management 
Understand, interpret and apply a variety of laws, regulations and litigation concerning District contracts. 
Perform duties in compliance with applicable College rules and regulations, policies and procedures.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: bachelor’s degree in business administration, accounting or related field and four years increasingly responsible experience involving the purchase of supplies, services and equipment.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Regular operation of a computer keyboard, calculator, and other normal office equipment. 
Reading a variety of complex materials. 
Ability to remain in a stationary position for extended periods of time. 
Communicating and expressing oneself clearly on a variety of topics in conversation with, and in presentations to, staff, students, and members of the community.

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CLASS TITLE: DIRECTOR OF ATHLETICS

Certificated administrator

BASIC FUNCTION:

Under the direction of the Superintendent/President, the Director of Athletics will plan, organize, direct and manage the college’s Intercollegiate Athletic Program; supervise academic and classified staff; assist in the administration of the assigned division with the development, oversight and operations of the academic programs related to athletics; and perform administrative support duties related to the operation of the athletic program.

REPRESENTATIVE DUTIES:

Plan, organize, direct and provide leadership for the programs and operations of the College’s Intercollegiate Athletic Program (including cheerleading) within guidelines established by the District as well as pertinent rules and regulations of the National Collegiate Athletic Association (NCAA) and California Community Colleges Commission on Athletics (CCCAA).

Manage and participate in the development and implementation of goals, objectives, policies and priorities for assigned activities, programs and operations; recommend and administer policies, procedures and programs; participate in long-range planning activities.

Oversee and participate in the development, administration and coordination of the Intercollegiate Athletic budget (District and Co-Curricular budgets); assist the Physical Education Department Chair with the development and management of the division budget and fundraising activities; participate in the forecast of funds; monitor and approve expenditures; requisition physical education instructional supplies and capital outlay; implement adjustments.

Participate in the selection, assignment, training, supervision and evaluation of assigned faculty and staff; supervise assigned personnel in accordance with District policy; provide or coordinate training for staff (including sexual harassment training), participate in the evaluation of classified and certificated staff and faculty per District policy.

Plan, direct and coordinate the work of assigned staff; review and evaluate work products, methods and procedures.

Serve as game manager; develop and recommend the athletic schedule(s), including transportation and assignment of officials; propose the scheduling and staffing of day, evening, fall and spring athletic teams and conditioning classes; provide administrative supervision at athletic events at District facilities and all football games (average two nights per week and often on weekends). Assign administrative supervision responsibilities to appropriate employee when unavailable and/or events require simultaneous supervisory responsibilities.

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In close collaboration with the SBCC Office of Admissions and Records, manage and monitor student athletic eligibility in accordance with state, conference, and district rules. Prepare and maintain all student athlete records, provide for the security and confidentiality of these records, and supervise the release of student information contained in these records. Direct the gathering, reporting, and analysis of the student-athlete statistics.

In consultation with appropriate staff, schedule and supervise the use of appropriate facilities, recommend improvement of the physical plant as necessary. Manage and monitor both indoor and outdoor facilities including coordination with maintenance, community service, local community agencies, and local school sport groups.

Ensure compliance with District, conference and state regulations with the recruitment and retention of student athletes. Establish an atmosphere that promotes student success and integrates athletics into the broader educational mission of the district and maintains high standards of performance and ethical conduct for faculty, staff, and students.

Assume responsibility for the Intercollegiate Athletic Program’s compliance with pertinent rules and regulations as well as Title IX objectives; conduct regular meetings and training to promote strict adherence among personnel and student athletes to conferences and state athletic rules, regulations, and codes. In consultation with appropriate staff, complete the annual Equity in Athletics Disclosure Act survey, self-study, and other compliance reports required by local, state, or federal agencies.

Direct and participate in the preparation of a variety of statistical and narrative reports, records and files related to assigned operations and programs; compile intercollegiate athletic program statistics and reports as required.

Represent the District as an active member and participant at local, regional and state meetings; attend conference meetings for directors of athletics as required. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of intercollegiate athletics.

Provide administrative leadership in working with the Division faculty and staff in identifying and implementing plans to raise external funds to augment budgets for the district’s athletic teams and facilities improvement projects; primary accountability for managing and monitoring Trust account income and expenditures. Work collaboratively with the Foundation for Santa Barbara City College with respect to fundraising efforts and activities.

Coordinate publicity and public relations activities for the athletic program. Direct and review athletic web page content, as well as the appropriate use of other electronic social networking platforms to promote SBCC Athletics. Direct and review work assignments of the Sports Information Specialist.

In consultation with appropriate staff, review and update the SBCC Coaches Manual; review CCCAA legislative proposals for their impact on SBCC Athletics; assign appropriate game management personnel for home athletic contests.

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EDUCATION AND EXPERIENCE:

A Master’s degree in any field related to athletics, recreation, private and/or public management, and/or leadership development. A minimum of four years of formal training, internship or experience related to intercollegiate athletics, including two years administrative experience.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Operations, services and activities of an intercollegiate athletics program.
Principles and practices of program development and administration.
Methods and techniques of leadership and management.
Pertinent federal, state and local laws, codes and regulations.
District policies, procedures and current educational programs.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Oral and written communication skills.
Public relations principles and techniques.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Manage, direct and provide effective leadership for a comprehensive intercollegiate athletics program.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Develop, coordinate and manage programs and services to meet the District’s goals and objectives.
Select, supervise, train and evaluate staff.
Identify and respond to sensitive organizational issues, concerns and needs.
Research, analyze and evaluate new service delivery methods and techniques.
Prepare and present comprehensive, effective oral and written reports.
Prepare and administer an operational budget.
Interpret, apply and explain applicable federal, state and district policies, laws and regulations related to assigned functions.
Plan and organize multiple activities and tasks to meet schedules and time lines.
Work successfully with District faculty, administrators and staff, as well as community representatives.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation and cultural populations of community college students.
Communicate effectively, both orally and in writing, demonstrating advanced writing skills.
Establish and maintain effective working relationships with those contacted in the course of work.

OTHER DUTIES:
Perform related duties as assigned.

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LICENSES AND OTHER REQUIREMENTS:

Valid California Class B driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office, community and athletic field environment.
Constant interruptions.
Driving a vehicle during adverse weather conditions.
Contact with dissatisfied or abusive individuals.

PHYSICAL ABILITIES:
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Dexterity of hands and fingers to operate office equipment.
Lifting, moving and carrying boxes and other materials.

HAZARDS:
Potential for exposure to bodily fluids and blood borne pathogens.

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CLASS TITLE: DIRECTOR- BOOKSTORE OPERATIONS

BASIC FUNCTION:

Under the direction of the Vice President- Business Services, plan, organize and direct the operations and activities of the Campus Bookstore including purchasing, merchandising, cashiering, customer service, inventory and accounting functions; coordinate and direct personnel, communications and resources to assure smooth and efficient Bookstore activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Coordinate and direct personnel, communications and resources to assure smooth and efficient Bookstore activities; confer with administrators, staff, vendors and others concerning Bookstore products, needs and related plans, events and activities; assure proper and timely identification and resolution of Bookstore issues, conflicts and discrepancies; resolve customer service complaints.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Perform a variety of budgetary, financial assessment, marketing and merchandising activities to assure smooth, efficient and profitable Bookstore activities; review and evaluate financial and budgetary information to determine financial effectiveness of Bookstore activities; review daily sales reports to assure accuracy of sales transactions and proper inventory control.

Plan, organize and direct the operations and activities of the Campus Bookstore including purchasing, merchandising, cashiering, customer service, inventory and accounting functions; establish and maintain related time lines and priorities; assure Bookstore activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Coordinate, direct and participate in Bookstore cashiering functions; oversee and participate in the selling of books and various other products to students; direct and participate in the operation of the computerized point of sale system and related cash registers; supervise the counting of money and issuing of change and receipts; coordinate the preparation and balancing cash registers.

Provide consultation to administrators, personnel, outside agencies, customers and the public concerning Bookstore operations, activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related products, services, laws, codes, standards, requirements, goals, objectives, rules, regulations, policies and procedures.

Plan, organize and direct the development and implementation of Bookstore marketing functions and strategies; coordinate promotional activities to enhance Bookstore patronage; coordinate and arrange

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newspaper and website advertisements; supervise and participate in the preparation of in-store advertisements and promotional materials.

Coordinate Bookstore activities, communications and information between administrators, personnel, students, outside organizations and the public; review College calendars and assure proper Bookstore planning for Academic time lines and various Campus events and activities; schedule and direct book buyback activities.

Develop and prepare the annual preliminary Bookstore budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; review and approve invoices for payment and sign related checks.

Direct activities to assure Bookstore is maintained in a clean and orderly condition; assure proper organization of displays and cleanliness of floors, counters and shelves; coordinate the stocking of shelves and displays with products.

Plan, organize and direct purchasing activities to meet Campus Bookstore needs and assure adequate and appropriate supply of products; coordinate and conduct inventory control activities; research and evaluate sources of supply; order products according to inventory needs; contact vendors to negotiate price, specifications, conditions of delivery and other related issues as necessary.

Oversee and participate in the preparation and maintenance of financial and statistical records, reports and files related to sales, budgets, inventory, income, expenditures and assigned activities; receive, prepare and distribute a variety of Bookstore correspondence.

Provide technical information and assistance to the Vice President- Business Services regarding Bookstore activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Operate a variety of office equipment including a computer and assigned software; oversee computer system maintenance and upgrades; drive a vehicle to conduct work.

 Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Attend and conduct a variety of meetings as assigned

Maintain current knowledge of college bookstore trends, standards and practices.

OTHER DUTIES:
Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Management of the Campus Bookstore including purchasing, merchandising, cashiering, customer service, inventory and accounting functions.
Retail merchandising, cashiering and customer service techniques, practices and procedures.
Purchasing practices, procedures and terminology.
Sources of supply, commodity markets, marketing practices and commodity pricing methods.
Technical aspects of researching, comparing and purchasing retail products.
General accounting practices, procedures and terminology.
Inventory control practices and procedures.
Applicable laws, codes, rules, regulations, policies and procedures.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Financial and statistical record-keeping and report preparation techniques.
Operation of a computer and assigned software.
Principles and practices of administration, supervision and training.
Practices, procedures and techniques of inventory control.
Mathematical computations.

ABILITY TO:
Plan, organize and direct the operations and activities of the Campus Bookstore including purchasing, merchandising, cashiering, customer service, inventory and accounting functions.
Coordinate and direct personnel, communications and resources to assure smooth and efficient Bookstore activities.
Supervise and evaluate the performance of assigned personnel.
Assure proper and timely resolution of Bookstore issues, conflicts and discrepancies.
Perform a variety of budgetary, financial assessment, marketing and merchandising activities to assure smooth, efficient and profitable Bookstore activities.
Review daily sales reports to assure accuracy of sales transactions and proper inventory control.
Direct purchasing and inventory functions to assure adequate supply of Bookstore products.
Coordinate promotional activities to enhance Bookstore patronage.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Oversee and participate in the preparation and maintenance of various financial and statistical records, reports and files.
EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in business administration or related field and four years increasingly responsible bookstore or related retail experience including work with purchasing, merchandising and inventory functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Bookstore environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Reaching overhead, above the shoulders and horizontally.
Bending at the waist, kneeling or crouching.
Lifting, carrying, pushing or pulling light objects as assigned by the position.
CLASS TITLE: DIRECTOR – CHILDREN’S CENTER

BASIC FUNCTION:

Under the direction of a Dean, and in cooperation with the staff, parents, and the faculty of the Early Childhood Education Program, plan, organize, coordinate and implement the operations, activities and physical plant of the Children’s Center. Insure the health and safety of children in attendance, staff, parents, and volunteers on site. This position is also the contingent liaison with state, local and College agencies and personnel. Supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
In cooperation with the staff, parents, and the faculty of the Early Childhood Education Program, plan, organize, coordinate and implement the operations, activities and physical plant of the Children’s Center; maintain health and safety regulations for children, staff, parents and volunteers.

Insure the health and safety of children in attendance, staff, parents, and volunteers on site.

Serve as the liaison with state, local and College agencies and personnel, to include the Santa Barbara County Welfare and Mental Health Departments, Santa Barbara City Schools, and other local early education childhood programs. Maintain and provide records and reports as required by the College, the State Department of Education, and other funding agencies.

Certify each child as eligible for enrollment according to the Guidelines of the State Department of Education for Federal/State-funded children’s centers.

Supervise and evaluate the performance of assigned classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Train, oversee and coordinate the volunteers, parents, and part-time employees; conduct regular staff meetings, and periodic curriculum planning and in-service training meetings. Several of these tasks will be done in conjunction with the faculty of the Early Childhood Educational Program.

Serve on committees to hire and evaluate Center classified staff. Work in conjunction with the faculty of the Early Childhood Education Program in the training of student teachers and in providing the optimal laboratory experience.

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Guide the Center staff in the development, review and continual revision of curriculum units, program emphasis and goals, and special events. Insure that the Center philosophy, policies, program and methods follow educational guidelines and pedagogy of the Early Childhood Education Department.

Screen, conduct initial interview, enroll children, and counsel parents. Annually, establish the Parent Advisory Board. Conduct and coordinate ongoing parent education program and parent involvement activities.

Develop the annual child care budget in conjunction with the Chairperson of the Early Childhood Education Department, the Dean of Educational Programs responsible for the Children’s Center and the College Business Services Department. Develops alternative funding proposals, outside the State Department of Education, to maintain or improve program quality.

Order and maintain adequate inventory of all program supplies and equipment; schedule routine equipment maintenance as needed.

Coordinate communications, services and information between College departments, staff, administrators, students, families, State agencies, the Chancellor’s Office, colleges, social service organizations and various outside agencies; oversee and participate in the preparation and distribution of a variety of correspondence such as flyers, letters and bulk mailings.

Serve as primary contact to other College departments, including Food Service, Student Services, Facilities & Operations, Student Health, and Business Services of the College.

Attend various board meetings and prepare related agenda items as directed.

Provide tours of the Center and information about the program as appropriate and requested.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; utilize various projectors during presentations; drive a vehicle to conduct work.

Prepare, complete and submit weekly, quarterly, bi-annual, and annual reports.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organizing, coordinating and implementing the operations, activities and physical plant of the Children’s Center.
Health and safety standards for children, staff, parents, and volunteers associated with the Children’s Center.
Theories, practices, and current developments in the field of child development.
Working knowledge of all applicable laws, regulations, guidelines, and contracts, such as California Education Code.
Title XXII Licensing Regulations for Childcare Facilities.

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Title V Regulations for Child Development Services.
State Chancellor’s Guidelines for Child Development Instruction and Service.
Accreditation requirements established by the National Association for the Education of Young Children.
California laws regarding mandated reporting.
American with Disabilities Act.
Educational and social programs, services, resources, standards, requirements and procedures related to students and families involved in early childhood education.
Policies, goals and objectives of assigned programs, services and activities.
College, State and federal standards and requirements governing assigned programs and services.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
Oral and written communication skills.
Budget preparation and control.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Public speaking techniques.
Basic public relations techniques.

ABILITY TO:
Plan, organize, coordinate, and implement the operations, activities and physical plant of the Children’s Center.
Coordinate communications, services and information between College departments, staff, administrators, students, families, State agencies, the Chancellor’s Office, colleges, social service organizations and various outside agencies; oversee and participate in the preparation and distribution of a variety of correspondence such as flyers, letters and bulk mailings.
Plan, organize, coordinate and conduct a variety of meetings, conferences, training sessions and special events in support of assigned programs and services.
Supervise and evaluate the performance of assigned personnel.
Train, oversee and coordinate the volunteers, parents, and part-time employees.
Prepare and deliver oral presentations.
Interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Oversee and participate in the preparation and maintenance of various records, reports and files.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: Master’s Degree in ECE or Child/Human Development and three years of paid management/supervisory experience in a childcare environment, including program development and supervision.

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LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate standard office and classroom equipment.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials and monitor child activities.
Hearing and speaking to exchange information.
Bending at the waist, kneeling or crouching to assist children.
Reaching overhead, above the shoulders and horizontally.
Lifting and carrying infants, children, equipment, furniture on a frequent basis.
CLASS TITLE: DIRECTOR - DUAL ENROLLMENT PROGRAMS

BASIC FUNCTION:

Under the direction of an assigned administrator, plan, organize control and direct the operations and activities of Dual Enrollment Programs; participate in the administration of dual enrollment course offerings at local high schools including oversight of adjunct faculty, course scheduling, curriculum, resources and personnel to assure clear communications and enrollment functions for high school students, faculty, administrators, staff and others; supervise and evaluate the performance of assigned personnel; manage multiple budgets and grants; provide leadership and direction for Dual Enrollment Program and Get Focused...Stay Focused! Initiative in collaboration with multiple school districts’ superintendents, school site administrators, County Education office, non-profit agencies and other partners.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize control and direct the operations and activities of Dual Enrollment Programs and Get Focused...Stay Focused! Initiative; establish and maintain Dual Enrollment timelines and priorities; participate with the administration of course offerings; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures; oversee the development and implementation of Dual Enrollment Program, services, strategies, projects, goals and objectives including the Get Focused...Stay Focused! Initiative.

Direct and coordinate communications, curriculum, personnel, resources and hiring of instructors to meet student needs and assure smooth and efficient program activities.

Serve as a liaison and coordinate Dual Enrollment Programs and services and information between the College, high schools, students, parents, administrators, staff, faculty, the public and others; assure proper and timely resolution of Program issues, conflicts and discrepancies.

Supervise and evaluate the performance of assigned personnel and faculty in Professional Development Studies Department; interview and select employees; recommend transfers, reassignment, termination and disciplinary actions; coordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Establish and maintain contact with district office, high schools, the County Office, ROP, committees, community groups and other local agencies; develop and maintain faculty-approved Program agreements between the College and local school districts.

Provide consultation concerning Dual Enrollment Programs and related services; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related courses, curriculum, time lines, standards, requirements, practices, policies and procedures.

October 2013
Ewing Consulting, Inc.
Develop, implement and direct marketing, recruitment and outreach activities to facilitate and enhance knowledge of and participation in Dual Enrollment Programs by students; oversee and participate in the preparation and distribution of marketing materials; establish and maintain partnerships in the development of Dual Enrollment resources.

Communicate with college administrators and State agencies concerning CTE Transitions grant and course approval matters and issues as needed; implement grant activities and reporting of various grants as assigned.

Direct and participate in the preparation and maintenance of various narrative and statistical records and reports related to Dual Enrollment, courses, services, grants, programs, enrollment, financial activity and assigned duties; submit mandated reports to appropriate personnel according to established time lines; assure timely completion of paperwork required for teaching in the Program.

Monitor and assess Program activities for educational effectiveness and operational efficiency; assist in the development and implementation of Program policies and procedures to enhance the educational effectiveness and operational efficiency of Dual Enrollment programs.

Assist in the preparation and development of the Dual Enrollment budget; review and evaluate related budgetary data; control and authorize expenditures in accordance with established limitations; arrange for payments to Program participants; research and pursue grant opportunities to secure resources for Dual Enrollment Programs and Get Focused...Stay Focused! Initiative.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Attend and conduct various meetings; attend and participate in various conferences, special events and Board meetings; prepare and deliver oral presentations related to assigned areas.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of Dual Enrollment Programs and Get Focused...Stay Focused! Initiative operations and activities.
Curriculum standards, requirements, interpretation and application in Dual Enrollment Programs.
Applicable laws, codes, regulations, policies and procedures.
College, State and federal policies, guidelines, standards and requirements concerning Dual Enrollment programs.
Principles and practices of administration, supervision and training.
Objectives of assigned programs and activities.
Principles, practices and procedures related to grant administration.
Correct English usage, grammar, spelling, punctuation and vocabulary.

October 2013
Ewing Consulting, Inc.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Budget preparation and control.
Public relations techniques.

ABILITY TO:
Plan, organize, control and direct Dual Enrollment Programs and Get Focused...Stay Focused! Initiative operations and activities.
Participate in the administration of Dual Enrollment courses, course creation, scheduling and faculty approval.
Coordinate communications, personnel, resources and curriculum to meet student needs and assure smooth and efficient program activities.
Develop and implement Dual Enrollment Programs and services and related meetings, communications and enrollment functions to provide local high school students with college courses.
Serve as a liaison and coordinate Dual Enrollment Programs, services and information between the College, high schools, students, parents, administrators, staff, faculty, the public and others.
Assure Program activities comply with established grant specifications and requirements.
Provide consultation concerning Dual Enrollment Programs and related services.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Meet schedules and time lines.
Plan and organize work.
Work independently with little direction.
Direct the maintenance of a variety of reports, records and files related to assigned activities.
Operate a computer and assigned software.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree in business, communications, counseling, sociology or related field and two years experience working with instructional, social service or similar programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

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Ewing Consulting, Inc.
PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information and make presentations.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.
CLASS TITLE: DIRECTOR – ENTREPRENEURSHIP PROGRAM

BASIC FUNCTION:

Under the direction of an assigned administrator, coordinate, develop, and implement the college Entrepreneurship Program and fulfill related administrative duties as required.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Provide overall direction for the Entrepreneurship Program. Implement the Entrepreneurship Program in cooperation with the SBCC Credit Program, faculty sponsors, deans, and other members of the faculty.

Serve as a liaison and coordinate the Entrepreneurship Program, services and information between the College Credit and non-credential programs, high schools, the business community and the public; foster and maintain relationships at the local, regional and state level with business leaders, elected officials, business organizations, entrepreneurs and educational institutions to promote economic development and fundraising for the Scheinfeld Center, Business Division, PDC and the Santa Barbara County Small Business Development Center.

Identify and secure additional funding for the Entrepreneurship Program including public and private grants, donations and other revenue.

Assure proper and timely resolution of Program issues, conflicts and discrepancies. Provide consultation concerning the Entrepreneurship Program and related services; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related courses, curriculum, time lines, standards, requirements, practices, policies and procedures.

In consultation with staff, develop the strategic plan for the long-term development of the program; participate in curriculum design and experiential component development.

Consult with faculty, teaching assistants, and administrators of support services to assist in improved delivery of service to students to coordinate college-wide program related courses and activities in both credit and non-credit.

Plan, schedule, and coordinate all existing fundraising, and entrepreneurial activities and events including (E-commerce, high schools, SCORE, Counseling, courses, events); plan and oversee the various aspects of the marketing and press efforts.

Meet with students and advise on their business ideas or academic goals; provide students and community members with targeted entrepreneurship skills training enabling the advanced development of innovative business ideas and the creation of enterprise.

October 2013
Serve as the economic development officer for the college and liaison to the community to establish a meaningful and measurable economic impact in the community through student or community-member created business.

Develop, plan, and coordinate activities and events related to community outreach; develop program branding, culture, identity, and focus.

Develop community contacts and outreach including partnerships with community entrepreneurial organizations.

Coordinate appropriate advisory committees and implement recommendations as needed.

Provide an annual report on activities and outcomes to the Advisory Committee and the College community.

Maintain contact with faculty and students through personal discussions, regular meetings, and other activities.

Process budget items, monitor expenses and maintain budgets. Prepare mid-year and annual programmatic and financial reports of program expenses and generated funds.

Create and direct a grant-funded specialized internship program for entrepreneurial and business applications; collaborate with internship functions available at the Career Center.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Principles and practices of public administration supervision and training.
Standards, practices, goals, objectives and procedures of college outreach, recruitment, advisement, pre-enrollment, orientation and support services relating to student enrollment functions.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of students.
College organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Record-keeping and report preparation techniques.
Public speaking techniques.
Basic budget preparation and control.
Public relations techniques.
Office methods and procedures including business correspondence, grammar, spelling, forms, telephone etiquette, and filing.

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ABILITY TO:
Plan, organize, and direct the operations of the Entrepreneurship Program.
Interpret, apply and enforce pertinent laws, rules and regulations.
Coordinate, oversee and participate in a variety of outreach and recruitment functions.
Oversee and participate in providing consultation and assistance to prospective and current students, parents and the public concerning College admissions, enrollment, programs and services.
Develop, implement and conduct recruitment and outreach activities at secondary schools.
Oversee and participate in the preparation and distribution of correspondence and a variety of promotional and informational materials.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Prepare and deliver oral presentations.
Meet schedules and time lines.
Plan and organize work.
Work independently with little direction.
Operate a computer and assigned software
Oversee and participate in the preparation and maintenance of various records and reports.
Analyze policies and procedures and formulate recommendations for improvement. Effectively communicate both orally and in writing.
Establish and maintain cooperative-working relationships with those contacted during the course of work.
Utilize computer software applications, and keep records and prepare reports.
Ability to work independently, assume responsibility, and take initiative in carrying out assignments.

EDUCATION AND PAID EXPERIENCE:
Possession of a Master’s Degree from an accredited institution and seven years increasingly responsible paid experience in education or a profession related to business, entrepreneurship or a closely related field.
Sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and to staff and students with disabilities.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

WORKING CONDITIONS:
ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.

October 2013
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.
CLASS TITLE: DIRECTOR – EOPS/CARE

BASIC FUNCTION:

Under the direction of a Dean, plan, organize, control and direct Extended Opportunity Programs & Services (EOPS), Cooperative Agencies Resources for Education (CARE), summer bridge programs, operations and activities to facilitate and enhance educational recruitment, retention and success among identified at-risk students; coordinate and direct communications, programs, services, outreach functions, support activities and information to provide educational opportunities to low-income and educationally disadvantaged students; supervise and evaluate the performance of assigned certificated and classified personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct EOPS, CARE, summer bridge operations and activities to facilitate and enhance educational recruitment, retention and success among identified at-risk students; establish and maintain related time lines and priorities; assure with related activities comply with established standards, requirements, laws, codes, regulations, policies and procedures.

Coordinate and direct communications, programs, services, outreach functions, support activities and information to provide educational opportunities to low-income and educationally disadvantaged students; oversee the development and implementation of programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.

Supervise and evaluate the performance of assigned certificated and classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Plan, organize, control and direct the development and implementation of outreach and marketing strategies and activities to facilitate and enhance student, campus and community knowledge of and participation in EOPS, CARE, summer bridge programs and services; oversee and participate in the preparation and distribution of related promotional and informational materials.

Develop, implement and maintain a variety of support services for students interested and participating in EOPS, CARE, and summer bridge programs including recruitment, orientation, admissions, assessment, counseling and advising, basic skills, tutoring, transfer, career guidance and financial aid services; monitor, evaluate and adjust services in response to student needs.

October 2013
Ewing Consulting, Inc.
Direct and participate in providing consultation and technical assistance to students concerning EOPS, CARE, and summer bridge programs, services and related College opportunities; respond to inquiries and provide technical information concerning admissions, enrollment, financial aid, support services and related College standards, time lines, requirements, processes, policies and procedures.

Coordinate communications, programs, services, activities and information between students, staff, faculty, administrators, service providers, outside organizations, the public and various local, State and federal agencies; establish and maintain partnerships in the development of resources for at-risk students.

Monitor and analyze assigned programs and services for educational effectiveness and operational efficiency; oversee the development and implementation of standards, programs, policies and procedures to enhance educational effectiveness, operational efficiency and capacity of EOPS, CARE, and summer bridge services to meet the needs of at-risk students.

Develop and prepare the annual preliminary complex program budgets to include internal and external service providers and grants to students; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain grants and other funding sources as required; prepare related proposals and documents.

Conduct surveys and compile and analyze data concerning student needs; direct and participate in the preparation and maintenance of a variety of records, reports and files related to programs, services, personnel, students, budgets, financial activity and assigned duties; assure mandated reports are submitted to appropriate local, State or federal agency according to established time lines.

Provide technical information and assistance to the Dean regarding EOPS, CARE, and summer bridge services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Prepare annual State-mandated reports for the Chancellor’s Office and other program reports and public presentations as needed for the College and the Foundation.

Provide program support to various aspects of assigned programs including LRC, tutorial, gateway, CAP, honor’s program, MESA, ESP, student activities, admissions, international students, health and wellness, outreach services and aspects of programs serving diverse at-risk populations as needed.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

October 2013
Ewing Consulting, Inc.
Attend, conduct, chair and participate in various meetings and committees as assigned; prepare and deliver oral presentations concerning EOPS, CARE, and summer bridge programs and services; coordinate and conduct student orientations as needed; represent the College on assigned task force.

Assist with the development of curriculum related to EOPS and CARE-related courses as directed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of EOPS, CARE, CalWorks and Running Start operations, activities, programs and services.
Principles, practices, procedures and techniques involved in facilitating and enhancing educational recruitment, retention and success among at-risk students.
College recruitment, orientation, admissions, assessment, counseling and advising, basic skills, tutoring, transfer, career guidance and financial aid functions and services.
Local, State and federal standards and requirements governing EOPS, CARE, CalWorks and Running Start programs and services.
Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of County students.
Applicable laws, codes, regulations, policies and procedures.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of administration, supervision and training.
Operation of a computer and assigned software.
Budget preparation and control.
Public relations techniques.

ABILITY TO:
Plan, organize, control and direct EOPS, CARE, CalWorks and Running Start operations and activities to facilitate and enhance educational recruitment, retention and success among at-risk students.
Coordinate and direct EOPS, CARE, CalWorks and Running Start communications, programs, services, outreach functions, support activities and information.
Supervise and evaluate the performance of assigned classified and certificated personnel.
Oversee the development and implementation of EOPS, CARE, CalWorks and Running Start programs, services, plans, strategies, processes, systems, projects, courses, goals and objectives.
Develop, implement and maintain a variety of EOPS, CARE, CalWorks and Running Start support services including recruitment, orientation, admissions, assessment, counseling and advising, basic skills, tutoring, transfer, career guidance and financial aid services.
Direct the development and implementation of outreach and marketing strategies and activities.
Provide consultation concerning EOPS, CARE, CalWorks and Running Start programs, services and related College opportunities.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.

October 2013
Ewing Consulting, Inc.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree and three years increasingly responsible educational experience working with EOPS, CARE, or related programs.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.
CLASS TITLE: DIRECTOR-FINANCIAL AID

BASIC FUNCTION:

Under the direction of the Associate Dean, plan, organize, control and direct Financial Aid Office operations and activities; coordinate and direct Financial Aid funds, budgets, personnel, information, training activities, systems and reporting functions to meet student needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct the operations and activities of the Financial Aid Office; establish and maintain Financial Aid time lines and priorities; assure related activities comply with College, State and federal standards, requirements, laws, codes, regulations, polices and procedures related to Financial Aid.

Coordinate and direct Financial Aid funds, budgets, personnel, information, training activities and reporting functions to meet student needs and assure smooth and efficient activities; oversee the development and implementation of Office plans, programs, projects, services, goals, objectives and systems; assure proper and timely resolution of related issues, conflicts and discrepancies.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work for accuracy, completeness and compliance with established standards, requirements and procedures.

Plan, organize, control, analyze and direct the distribution, collection, review and evaluation of student financial aid forms and applications; coordinate activities to assure proper determination of student eligibility for a variety of financial aid such as loans, scholarships and work-study programs; direct and participate in the selection of students for financial aid awards.

Monitor and analyze Financial Aid operations and activities for financial effectiveness and operational efficiency; provide technical direction and assistance in the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of the Financial Aid Office.

Direct and participate in providing technical assistance to students, College personnel and others concerning Financial Aid operations and programs; respond to inquiries, resolve student issues and conflicts and provide detailed and technical information concerning related funds, awards, applications, standards, requirements, laws, codes, regulations, policies and procedures; oversee and participate in the grievance process.

October 2013
Ewing Consulting, Inc.
Direct and participate in the preparation and maintenance of a variety of narrative, financial and statistical reports, records and files related to financial aid, students, awards, accounts, income, expenditures, budgets, personnel and assigned duties; assure mandated reports are completed and submitted to appropriate personnel or governmental agency according to established time lines.

Plan, develop, implement and conduct training sessions concerning Financial Aid operations, programs and related standards, requirements, policies and procedures; prepare and deliver oral presentations; prepare and distribute related training materials and documentation; assure employee understanding of established requirements.

Develop and prepare the annual preliminary Financial Aid budget; analyze and review budgetary and financial data; control and authorize expenditures and monitor the distribution of Financial Aid funds to assure accordance with established limitations; review and analyze student financial information and determine and authorize exceptions as appropriate.

Compile, analyze and distribute a variety of financial and statistical data related to Financial Aid programs; coordinate Financial Aid data, awards, communications and information between departments, administrators, personnel, outside organizations and various local, State and federal agencies; oversee the preparation and distribution of Financial Aid correspondence and documents.

Provide technical information and assistance to the Assistant Dean regarding Financial Aid activities, needs and issues; assist in the formulation and development of policies, procedures and programs; anticipate and implement changes in programs.

Operate a variety of office equipment including a computer and assigned software; direct the development, modification and implementation of computerized financial aid systems; assure new systems, programs and applications adopt with existing systems; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of Financial Aid Office operations and activities.
Technical practices, procedures and techniques involved in determining student eligibility for a variety of financial aid such as loans, scholarships and work-study programs.
College, State and federal standards and requirements related to scholarships, grants, loans, awards and other designated forms of financial aid.
Automated systems and their use in financial aid.
Financial and statistical record-keeping techniques.
Practices, procedures and techniques involved in the development and implementation of training activities.
Methods and techniques of financial aid need analysis.

October 2013
Ewing Consulting, Inc.
Record retrieval and storage systems.
Policies and objectives of assigned programs and activities.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:
Plan, organize, control and direct the operations and activities of the Financial Aid Office.
Coordinate and direct Financial Aid funds, budgets, personnel, information, training activities, systems and reporting functions to meet student needs and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel
Oversee the development and implementation of Financial Aid plans, programs, projects, services, goals, objectives and systems.
Assure proper and timely resolution of Financial Aid issues, conflicts and discrepancies.
Monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness and operational efficiency of the Financial Aid Office.
Coordinate activities to assure proper determination of student eligibility for financial aid.
Direct and participate in the selection of students for financial aid awards.
Plan, develop, implement and conduct training sessions concerning Financial Aid.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative, financial and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: bachelor’s degree in business administration or related field and five years of increasingly responsible experience in a college financial aid office.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

October 2013
Ewing Consulting, Inc.
WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

October 2013
Ewing Consulting, Inc.
CLASS TITLE: DIRECTOR - FOOD SERVICE

BASIC FUNCTION:

Under the direction of the Vice President-Business Services, plan, organize, control and direct College-wide food service operations and activities including the preparation, cooking, serving and selling of food items at various campus locations; assist in the implementation, maintenance and control of the School of Culinary Arts programs and activities; coordinate and direct personnel, inventory activities, fiscal functions and communications to meet College food service needs and assure smooth and efficient Department activities; supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct College-wide food service operations and activities including the preparation, cooking, serving and selling of food items at various campus locations; establish and maintain related time lines and priorities; assure food service functions comply with established safety, health, sanitation and other applicable laws, codes, rules, regulations, policies and procedures.

Coordinate and direct personnel, inventory activities, fiscal functions and communications to meet College food service needs and assure smooth and efficient Department activities; oversee the development and implementation of food service functions, activities, projects, menus, services, goals and objectives; assure proper and timely resolution of related issues and conflicts.

Assist in the implementation, maintenance and control of the School of Culinary Arts (SCA) programs and activities; coordinate and control purchasing, receiving, menu development and food costing for the Program; maintain Point of Sale system and the modifications to menu and inventory software; serve as primary contact for catering department for SCA; serve as primary contact for the Health department and assure violations are corrected.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; coordinate and oversee the work of hourly employees.

Monitor and evaluate food service activities and functions for financial effectiveness and operational efficiency; review and evaluate sales and labor reports; oversee the development and implementation of policies, procedures, systems and programs to enhance the financial effectiveness, profitability and operational efficiency of the Food Services department.

Plan, organize and direct food service cashiering and accounting functions; assure proper and accurate collection and accounting of monies; review and verify accuracy of receipts and transactions; assure proper identification and resolution of related discrepancies; oversee and verify bank deposits; establish, maintain and direct activities to meet fiscal goals.

October 2013
Ewing Consulting, Inc.
Assure adequate resources and personnel to meet College food service needs; initiate recruitment activities as needed; estimate and order appropriate amounts of food service items, equipment and supplies; direct the receipt, storage and rotation of food items and supplies; direct daily and periodic inventories; coordinate purchasing activities with vendors and other outside agencies.

Plan, organize, control and direct activities and personnel to assure food service facilities, equipment and utensils are maintained in a clean and sanitary condition; implement safety and sanitation procedures; inspect and review food preparation and serving areas to assure appropriate health, safety and sanitation standards and procedures are maintained; participate in

Develop and implement menus and related standards for quantity and quality of foods for campus food service facilities; monitor, evaluate and adjust menus in response to sales and cost-effectiveness; direct catering functions for special events as needed; direct and monitor activities to assure compliance with food quality, recipe and portion control standards and requirements.

Direct and participate in the preparation and maintenance of various records, reports and files related to inventory, sales, staff, budgets, financial activity and assigned duties; oversee and participate in the preparation and distribution of various forms, correspondence and other materials.

Develop and prepare the annual preliminary budget for the Food Service department and School of Culinary Arts; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; oversee remodeling, redesign, equipment repairs and other maintenance activities.

Communicate with students, personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns; assure proper and timely resolution of customer service issues and conflicts.

Provide technical information and assistance to the Vice President-Business Services regarding food service activities, needs and issues; assist in the formulation and development of policies, procedures and programs;

Operate standard food service and office equipment; operate and maintain electric carts, trucks, cardboard bailers, electric pallet jacks; arrange for equipment and facility maintenance and repairs as needed; utilize a computer and assigned software; drive a vehicle to conduct work.

Attend and conduct various meetings as assigned; coordinate and conduct training and staff development activities to assure employee understanding of food service standards and requirements.

OTHER DUTIES:
Perform related duties as assigned.

October 2013
Ewing Consulting, Inc.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of College-wide food service operations and activities including the preparation, cooking, serving and selling of food items at various campus locations.
Methods, practices and procedures of quantity food preparation, cooking and serving functions.
Methods of adjusting and extending recipes and proper substitutions.
Sanitation and safety practices related to preparing, handling and serving food.
Principles, theories and practices of nutrition, food values, food combinations, economical substitutions and menu planning.
Inventory practices and procedures including storage and rotation of perishable food.
Food service and commodity purchasing and procurement principles, practices and procedures.
Quality and portion control techniques.
Culinary terminology, techniques, equipment and materials used in food service operations.
Applicable laws, codes, rules, regulations, policies and procedures.
Principles and practices of administration, supervision and training.
College food service organization, operations, policies and objectives.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Mathematic calculations.

ABILITY TO:
Plan, organize, control and direct College-wide food service operations and activities including the preparation, cooking, serving and selling of food items at various campus locations.
Coordinate and direct personnel, inventory activities, fiscal functions and communications to meet College food service needs and assure smooth and efficient Department activities.
Supervise and evaluate the performance of assigned staff.
Monitor, evaluate and modify policies, procedures and activities to enhance the financial effectiveness, profitability and operational efficiency of the Food Services department.
Coordinate inventory functions and estimate and order appropriate amounts of food service items, equipment and supplies to meet campus needs.
Develop and implement menus and related standards for quantity and quality of foods.
Assure proper and timely resolution of food service issues, conflicts and discrepancies.
Plan, organize, direct and assure accuracy of food service cashiering and accounting functions.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

October 2013
Ewing Consulting, Inc.
EDUCATION AND EXPERIENCE:

combination equivalent to: bachelor’s degree in nutrition, dietetics or related field and five years increasingly responsible experience in quantity food preparation and service operations including menu development duties and two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid Serv-Safe Certificate.
Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.

October 2013
Ewing Consulting, Inc.
CLASS TITLE: DIRECTOR - INFORMATION TECHNOLOGY INFRASTRUCTURE & SYSTEMS

BASIC FUNCTION:

Under the direction of the Vice President - Information Technology, plan, organize, control and direct operations in support of college-wide initiatives involving technology infrastructure and systems; provide leadership for research, acquisition, development, design, operation, and implementation of enterprise software applications; coordinate the deployment and maintenance of computers, network and multimedia technology systems and related hardware and software; coordinate and direct resources, related procurement functions, personnel and communications to meet College technology needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct operations in support of college-wide initiatives involving technology infrastructure and systems.

Provide leadership for research, acquisition, development, design, operation, and implementation of enterprise software applications.

Coordinate the deployment and maintenance of computers, network and multimedia technology systems and related hardware and software. Coordinate and direct resources, related procurement functions, personnel and communication to meet College technology needs and assure smooth and efficient activities.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures.

Provide leadership for the in the installation, maintenance and repair of telecommunications equipment and related systems; supervise the maintenance of telephones and peripheral equipment; oversee the inspection and troubleshooting of telephone systems, cabling and related devices and equipment; initiate and follow up on telephone service work orders for new phones, moves, changes and repairs.

Provide leadership, support and training to members of the Information Technology Department.

Assist with IT strategic planning. Coordinate the strategic direction for IT staff including setting priorities, developing technology rollout plans, and reporting on group activities.

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Provide consultation to Administrative Office, Educational Programs, and Continuing Education administrators, faculty, staff, and students in the implementation of their duties that involve the application of technology solutions.

Organize, direct and participate in print shop operations and activities including the printing and reproduction of a variety of materials for District school sites and departments; establish and maintain print shop time lines and priorities; assure related activities comply with established standards, practices, policies and procedures.

Participate in technology improvement initiatives across the organization. Work closely with other groups to coordinate plans and activities including coordination documentation, reporting on IT oriented projects, and IT issues associated with Facilities Projects. Review, approve and direct the design and implementation of hardware, infrastructure, and networking requirements in new building projects.

Review and update department standards, manage the creation of documentation and Best Practice standards to assist in directing IT activities; recognize and identify potential areas where existing policies and procedures require change or creation; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Coordinate and supervise the installation, maintenance, repair and expansion of telephone network infrastructure including cabling, connectors and terminations; add and relocate new or existing telephone systems; relocate existing telephone lines as needed; assist in redesigning existing telephone systems.

Confer with staff concerning printing needs, time lines, priorities, services, job orders and production runs; prepare and arrange for billings for outgoing print requests; prepare, distribute and follow up on invoices as needed.

Develop and prepare the annual preliminary budget for the Information Technology- Infrastructure and Systems division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Recommend and approve procedural and security standards for Information Technology functions to protect the security of the installation; assure security standards are maintained.

Inform management of recurring or projected resource and capacity problems; initiate and coordinate planning and/or corrective action; inform management of potential risks and technical failures and proactively mitigate risks in these areas.

Work with management to coordinate and improve overall Information Technology services.

OTHER DUTIES:
Perform related duties as assigned.

October 2013
Ewing Consulting, Inc.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of operations and activities involved in the research, acquisition, development, design, operation, analysis, maintenance and repair of College computer, network and multimedia technology systems and related hardware and software.
Methods, materials and equipment used in the installation, maintenance and repair of telecommunications equipment and related systems.
Telecommunications terminology.
Practices, procedures and techniques involved in the research, design, development and implementation of instructional technology, network infrastructure and computer systems.
Principles, methods and procedures of operating computers, network systems and peripherals.
Technical aspects of researching, comparing and purchasing technology systems and equipment.
System utilities and design and program applications.
Principles and techniques of systems and network analysis.
Practices, procedures and techniques involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of hardware, software, networks and multimedia equipment.
College organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Applicable laws, codes, regulations, policies and procedures.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Plan, organize, control and direct operations and activities involved in the research, acquisition, development, design, operation, analysis, maintenance and repair of College computer, network and multimedia technology systems and related hardware and software.
Coordinate and direct resources, procurement functions, personnel and communications to meet College technology needs and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel.
Research, analyze and maintain current knowledge of new technologies to identify opportunities to enhance College operations and meet technology needs.
Direct the planning, design, set-up, development and modification of computer and network systems.
Plan, organize, control and direct the investigation, troubleshooting, diagnosis and repair of hardware, software, network and multimedia equipment malfunctions.
Estimate and assure adequate resources required for College technology needs and related projects.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.

October 2013
Ewing Consulting, Inc.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in computer science or related field and six years increasingly responsible experience in the development, design, operation, analysis, maintenance and repair of computer and network systems and related hardware and software including work with technology research and acquisition functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to view a computer monitor and read a variety of materials.
Sitting for extended periods of time.
BASIC FUNCTION:

Under the direction of the Vice President - Information Technology, coordinate and direct projects, personnel, communications, user support functions and resources to meet the campus technology needs of the College and assure smooth and efficient activities; coordinate and direct the processes, procedures and associated documentation related to security of computer systems, networks, and telecommunications administration; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct operations and activities involved in the implementation and support of campus technology systems, databases, software and applications; establish and maintain timelines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, policies, procedures and campus technology goals.

Coordinate and direct the processes, procedures and associated documentation related to security of computer systems, networks, and telecommunications administration; review, assess, study and analyze the confidentiality, integrity and availability of sensitive data within the District; review existing procedures and documentation related to privacy and security issues.

Manager technology projects form initiation through closure; plan, direct and coordinate activities of infrastructure projects to assure goals and objectives are accomplished within prescribed timelines; conduct job walks on new construction projects as assigned; monitor project progress, status, task performance and risks; prepare report and present project status to committees and stakeholders and executive management.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; establish and maintain a workplace climate that encourages staff professional development and participation.

Coordinate and direct user training, campus Help Desk services and campus-wide support related to the operation of computer, media systems hardware and desktop software; coordinate and direct user support functions; oversee and participate in technical assistance and training services concerning the operation of campus technology systems, databases, software and applications; respond to inquiries and provide detailed and technical information and training concerning related practices, techniques, requirements, procedures and malfunctions.

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Develop plan and standards for technical computer and network security systems and protocols; develop new standards and guidelines to address new security technology issues and trends; maintain current knowledge of new federal and State legislation, administrative code and industry trends regarding information technology security.

Plan and direct the design of multimedia technology solutions for classrooms and conference rooms; meet with faculty and staff to establish needs and provide information and support to explain what is possible; write proposals, including timetables, costs and scope of work.

Plan, coordinate and supervise vendors on campus; communicate scope of work, deliverables and action items to vendors; schedule, validate and approve work provided vendor installations and repairs; negotiate vendor contracts and write proposals; work closely with architects, electricians, cabling installers, multimedia vendors and others to provide recommendations and assure quality control standards are met.

Coordinate the refresh plan and manage the execution of the plan; provide executive management and governance committees with budget forecast of annual refresh activities; direct the establishment of procedures and performance of work required to connect new system for an end-user, including the installation of computer images, updating images and verify data is copied according to established procedures.

Supervise the technical support staff within the Information Technology Division to implement and support software with campus web-based services, assess workload implications and feasibility of new system requirements.

Develop and prepare the annual preliminary budget for the Information Technology – User Services division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Prepare documentation of system functionality and use; develop a thorough and rigorous testing of software and database performance before new applications are released into production.

Coordinate and schedule the support of campus events, such as lectures, faculty in-services, presentations, speaking engagements, seminars and other events.

OTHER DUTIES:
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Planning, organization and direction of operations and activities involved in the development and implementation of campus technology systems, databases, software and security applications. Principles, methods and procedures of operating computers, network systems and peripherals. Technical aspects of researching technology systems and equipment.

October 2013
Ewing Consulting, Inc.
System utilities and design and program applications.
Database structures, on-line applications and system capabilities of campus technology systems.
Principles, practices and methods of database structures, computer programming and system design.
Practices, procedures and techniques involved in the installation, configuration, maintenance, troubleshooting, diagnosis and repair of hardware, software, networks and peripherals.
College organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Applicable laws, codes, regulations, policies and procedures.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Plan, organize, control and direct operations and activities involved in the development and implementation of campus technology systems, databases, software and applications.
Coordinate and direct projects, personnel, communications, user support functions and resources to meet the technology needs of the College and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel.
Research, analyze and maintain current knowledge of new technologies to identify opportunities to meet technology needs.
Direct the programming, development, modification and analysis of computer systems, databases and applications to meet campus technology needs and provide for system enhancements.
Direct user support functions concerning campus technology systems, software and applications.
Plan, organize, control and direct the investigation, troubleshooting, diagnosis and repair of hardware, software, network and peripheral malfunctions.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.
Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of Community College Students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in computer science or related field and three years increasingly responsible experience in the development, design, operation, analysis, maintenance and repair of computer systems and related hardware and software.

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LICENCES AND OTHER REQUIREMENTS:

Valid California driver’s license.
Valid Project Management Professional certification.
Certified Information Systems Security Professional.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to view a computer monitor and read a variety of materials.
Sitting for extended periods of time.
CLASS TITLE: DIRECTOR-INSTRUCTIONAL TECHNOLOGY

BASIC FUNCTION:

Under the direction of a Dean, plan, coordinate and manage the activities of the Faculty Resource Center (FRC); assist in training faculty and staff in the use of computer technology; coordinate FRC staff in production of instructional projects and collaborate with college faculty and staff in the development and implementation of Technology-Mediated Instructional (TMI) projects and faculty training workshops and programs related to instructional technology; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Provide direction and guidance for faculty training in enterprise-adopted technical tools.

Prepare, maintain and analyze records related to the utilization of the FRC; construct and maintain the FRC Internet site.

Evaluate and make recommendations regarding instructional methodologies/learning theories and new hardware/software appropriate to instruction; serve as instructional designer in the design and review of instructional projects; provide guidance to faculty as needed; provide on-line course evaluations as requested.

Establish a library of instructional software and tools appropriate to faculty needs; consult with faculty regarding technology support needs; assist in developing instructional materials for use in the classroom; implement technology applications in instructional subject areas.

Supervise and evaluate the performance of FRC classified personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Participate in the design, development and implementation of faculty training activities related to instructional technology; advise and provide guidance to administrators and faculty concerning instructional technology projects and use of technology to enhance instructional programs.

Develop and prepare the annual preliminary budget for the Faculty Resource Center; assist in the development of budgets for instructional technology projects that require FRC staff support; control and authorize expenditures in accordance with established limitations.

Direct and participate in the design, review, development and implementation of instructional projects related to the FRC.

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Maintain current knowledge of equipment, software and other technology and products related to instructional technology projects.

Operate a variety of office equipment including a computer and assigned software.

Serve as a resource and content advisor to faculty using technology in the delivery of instruction; serve as college liaison with community organizations regarding FRC activities.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, coordinating and directing instructional support operations and activities to serve instructional needs and objectives.
Computer and other technology systems and equipment used in college instruction.
Instructional technology hardware, software, and media including capacity and performance analysis.
Instructional techniques and strategies related to instructional technology projects.
Principles, practices and procedures involved in the development and implementation of instructional technology projects and staff development activities.
Computer and other technology systems and equipment used in college instruction.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Applicable State and federal laws, codes, regulations, policies and procedures applicable to distribution of intellectual content.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.

ABILITY TO:
Plan, organize, control and direct FRC operations and activities including assisting faculty with the design, development and implementation of course offerings and educational strategies.
Collaborate with the college personnel in the development and implementation of TMI and other instructional technology projects.
Supervise and evaluate the performance of assigned personnel.
Develop, implement and conduct training and staff development activities related to instructional technology.
Monitor, analyze and modify services, policies and procedures to enhance the educational effectiveness and operational efficiency of the FRC.
Prepare and deliver oral presentations.
Communicate effectively both orally and in writing.
Apply and explain laws, codes, regulations, policies and procedures as they apply to the distribution of intellectual content.
Establish and maintain cooperative and effective working relationships with others.

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Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Plan, coordinate and participate in committees, meetings, seminars and training.
Direct and participate in the assessment of instructional user needs.
Direct the maintenance of a variety of reports, records and files related to assigned activities.
Sensitivity to and understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of Community College students.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree and five years increasingly responsible experience working with on-line or similar instructional programs including work with instructional technology development and course design.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.

October 2013
Ewing Consulting, Inc.
CLASS TITLE: DIRECTOR-MARKETING & PUBLICATIONS

BASIC FUNCTION:

Under the direction of the Superintendent/President, plan, organize, control and direct the development and implementation of comprehensive marketing plans, strategies and initiatives to meet established enrollment goals and objectives, resolve campus issues and enhance community understanding of College programs and services; coordinate and direct the preparation, development, design and production of schedules of classes, college catalogs, advertisements and various other major College publications; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct the development and implementation of comprehensive marketing plans, strategies and initiatives to meet enrollment goals and objectives, resolve campus issues and enhance community understanding of College programs and services; establish and maintain related time lines and priorities; assure related activities comply with established standards, policies and procedures.

Coordinate and direct the preparation, development, design and production of schedules of classes, college catalogs, advertisements and other publications; develop marketing materials and advertising for print, broadcast and electronic media; counsel administrators with developing marketing strategies and producing advertising materials such as brochures and website information to meet specific goals and objectives.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Collaborate with administrators in the development and implementation of marketing strategies and initiatives to facilitate and enhance public awareness of various individual programs; direct and provide technical assistance to administrators concerning the development and implementation of marketing and publication solutions for a variety of campus issues and matters.

Conduct and implement market research and monitor, analyze and modify strategies, plans and publications to enhance the effectiveness of marketing activities; coordinate and direct personnel and activities to assure the marketing activities, publications and communications of District departments, programs and services comply with College-wide goals and objectives.

Oversee the creation, planning and layout of text for schedules of classes, college catalogs and other publications; assure proper selection of type style and size, fonts, spacing of letters and text lines; oversee the editing and proofreading of marketing materials.

October 2013
Ewing Consulting, Inc.
Create college-wide branding standards and coordinate system-wide implementation and monitoring.

Coordinate and oversee the dissemination of publications through bulk mailings and campus distribution; contact outside printers and designers to arrange for publication production as needed; confer, negotiate and place advertisements with print media, television and radio agencies.

Provide direction and assistance in developing and maintaining proper content and visual layout for the College website.

Develop and prepare the annual preliminary budget for marketing and publications functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Prepare and maintain a variety of records and reports related to marketing plans, strategies, budgets and assigned activities.

Provide technical information and assistance to the President and Dean-Educational Programs regarding marketing activities, needs and issues; assist in the formulation and development of policies, procedures and programs including College-wide enrollment goals.

Communicate with personnel, administrators, outside agencies and the public to exchange information, coordinate activities and resolve issues or concern; utilize a variety of social media to provide or exchange information, such as Twitter, Facebook YouTube and others.

Operate a variety of office equipment including designated computer systems, specialized software and peripheral equipment; drive a vehicle to conduct work.

Attend and conduct various meetings as assigned; lead and participate in various committees and administrative teams; conduct staff workshops concerning advertising plans, standards and strategies as directed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of the development and implementation of comprehensive marketing plans, strategies and initiatives to meet enrollment goals and objectives, resolve campus issues and enhance community understanding of College programs and services.
Techniques, practices and procedures involved in the preparation, development, design and production of schedules of classes, college catalogs, advertisements and other College publications.
Public relations and marketing practices, procedures, techniques and terminology.
College standards and requirements for promotional and advertising functions and materials.
Principles, practices, procedures and techniques involved in the development and implementation of advertising campaigns, promotions, direct mail campaigns and on-campus marketing.

October 2013
Ewing Consulting, Inc.
Page layout and graphic arts design techniques and procedures.
College organization, operations, policies and objectives.
Strategic communication plans and related publicity functions.
Budget preparation and control.
Policies, goals and objectives of College programs and activities.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct the development and implementation of comprehensive marketing plans, strategies and initiatives to meet established enrollment goals and objectives, resolve campus issues and enhance community understanding of College programs and services.
Coordinate and direct the preparation, development, design and production of schedules of classes, college catalogs, advertisements and various other major College publications.
Supervise and evaluate the performance of assigned personnel.
Oversee the creation, planning and layout of text for various College publications.
Confer, negotiate and place advertisements with print media, television and radio agencies.
Provide marketing direction and assistance in developing and maintaining proper content and visual layout for College websites.
Coordinate the dissemination of publications through bulk mailings and campus distribution.
Communicate effectively both orally and in writing.
Utilize a variety of social media to provide or exchange information, such as Twitter, Facebook, YouTube and others.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain a variety of records and reports.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: bachelor’s degree in marketing, communications or related field and five years increasingly responsible marketing, advertising or related experience, including work with graphic design and media relations.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

October 2013
Ewing Consulting, Inc.
WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make presentations.
Sitting for extended periods of time.
Seeing to read a variety of materials.

October 2013
Ewing Consulting, Inc.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR- PROFESSIONAL DEVELOPMENT CENTER

BASIC FUNCTION:

Under the direction of a Dean, plan, organize, coordinate and implement the operations, activities, programs, classes and services of the Professional Development Center (PDC) and Continuing Education Short-term vocational (STV) programs. Serve as the Wake Campus site administrator, as the point of contact for operational issues. Supervise Information/Registration office staff at both the Wake & Schott Campuses. Direct communication, information, marketing activities, personnel, data management and record-keeping functions of the Professional Development Center and its programs. Administer the operations and activities associated with STV computer programs for Continuing Education.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, coordinate and implement the operations, activities, programs, classes and services of the PDC; establish and maintain Center time lines and priorities; monitor, evaluate and adjust activities to meet client needs.

Coordinate communications, information, classes, marketing activities, personnel and data management and record-keeping functions to meet the professional development needs of designated businesses and assure smooth and efficient Center activities.

Administer the operations and activities associated with Short Term Vocational (STV) computer programs for Continuing Education; coordinate and direct related communications and assure compliance of STV computer programs. Monitor course enrollments and maintain acceptable enrollment limits. Track attendance and student completion for awarding of Certificates and reporting to the Chancellor's office.

Develop, implement and coordinate marketing and outreach activities to enhance public awareness of the PDC and STV programs, events and services; oversee and participate in the preparation and distribution of a variety of correspondence and promotional and informational materials.

Oversee the development and implementation of PDC Center goals, objectives, strategies, projects, events, classes and services; arrange speakers and facilities for classes and events; assure proper and timely resolution of related issues and conflicts.

Direct Information/Registration offices for the Wake and Schott Campus. Plan, organize and direct the Information/Registration operations and activities including registration, processing of CEU’s, room assignments and overall service to the community for Continuing Education and the CLL programs and activities. Implement registration and enrollment policies and procedures as set forth by the Admissions & Records and Counseling & Advising offices. Schedule and maintain proper staffing levels at each campus.

October 2013
Ewing Consulting, Inc.
Develop and oversee budgets for Wake site administration, Schott staffing and Short-term Vocational cost centers. Serve as a liaison between CLL, CE and the Admissions & Records office to ensure fidelity of process and procedures.

Provide operational oversight for the Wake Campus; assure the Campus is open and operational to provide a quality instructional experience for students; serve as primary point of contact for the administrator for operational issues at the Center.

Train and evaluate the performance of assigned personnel; recommend selection, transfers, reassignment, termination and disciplinary actions for assigned staff.

Direct and participate in the compiling, assembly and input of class, attendance and various other data and information into an assigned computer system; oversee and participate in the establishment and maintenance of related automated records and files; assure accuracy of data and information for PDC and STV Computer classes.

Establish and maintain contact and partnerships with community businesses and other organizations to promote professional development activities and recruit participants for PDC events, classes and services; meet, confer and coordinate services with clients.

Conduct registration activities for PDC classes; oversee and participate in the distribution, collection and processing of related applications and class rosters; coordinate and participate in the compiling, preparation and distribution of instructional and other class materials.

Serve as a technical resource concerning PDC services; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related events, classes, standards requirements, opportunities, practices, policies and procedures.

Monitor and evaluate PDC services for financial effectiveness and operational efficiency; assist in the development and implementation of policies, procedures and programs to enhance financial effectiveness and operational efficiency. Coordinate the collection of and account for PDC fees; prepare and distribute invoices and assure proper billing of clients.

Assist in the development and preparation of budgets for the Professional Development Center and related services; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations; research and obtain funding as directed.

Communicate with College personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Oversee and participate in the preparation and maintenance of a variety of records, reports and files related to classes, attendance, clients, rosters, applications, financial activity and assigned duties.

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Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

Collaborate with College personnel and community agencies in facilitating and enhancing economic development in the region as directed.

Attend and conduct various meetings as assigned; participate in College work groups, community events and special projects as required.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization, coordination and implementation of the Professional Development Center operations, activities, programs, classes and services.
Principles, practices, procedures and techniques involved in the development and implementation of professional development classes and events for businesses.
Local and regional businesses and professional development resources.
Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of local employees.
Local, State and federal standards and requirements governing Center programs and services.
Policies, goals and objectives of assigned programs, services and activities.
Record-retrieval and storage systems.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.
Record-keeping and report preparation techniques.
Operation of a computer and assigned software.
Basic budget preparation and control.
Public relations and marketing techniques.

ABILITY TO:
Plan, organize, coordinate and implement the operations, activities, programs, classes and services of the Professional Development Center.
Coordinate communications, information, marketing activities, personnel and data management and record-keeping functions to meet the professional development needs of designated businesses and assure smooth and efficient Center activities.
Develop, implement and coordinate marketing and outreach activities to enhance public awareness of Center programs, events and services.
Establish and maintain contact and partnerships with community businesses and others to promote professional development activities and recruit participants for Center events, classes and services.
Oversee the development and implementation of Center goals, objectives, strategies, projects, events, classes and services.
Monitor, evaluate and adjust activities to meet client needs.

October 2013
Ewing Consulting, Inc.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Work independently with little direction.
Operate a computer and assigned software.
Oversee and participate in the preparation and maintenance of a variety of manual and automated records, reports and files.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: bachelor’s degree in business administration, human resources or related field and two years increasingly responsible experience working with professional development, training, marketing, recruitment or similar functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information.
CLASS TITLE: DIRECTOR-SECURITY

BASIC FUNCTION:

Under the direction of the Vice President-Business Services, plan, organize, control and direct security operations and activities including the patrol and supervision of campus facilities, parking lots and grounds, and the enforcement of campus, parking and traffic rules and regulations; coordinate and direct communications, personnel and resources to meet campus security needs and assure the well-being and safety of College students, staff and visitors; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct security operations and activities including the patrol and supervision of campus facilities, parking lots and grounds, and the enforcement of campus, parking and traffic rules and regulations; establish and maintain security time lines and priorities; collaborate and coordinate security activities with law enforcement agencies as needed.

Coordinate and direct communications, personnel and resources to meet campus security needs and assure the well-being and safety of College students, staff and visitors; confer with staff, administrators, outside agencies and the public regarding security operations and related needs and issues; direct activities to assure proper and timely resolution of security issues and conflicts.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work for compliance with established guidelines, requirements and procedures; assure employee understanding of College rules and regulations.

Monitor and evaluate College operations and activities to identify security needs and issues; adjust activities to meet security needs; direct and participate in the investigation and assure proper and timely resolution of unusual, suspicious or criminal activities; assist with student and staff conflicts as needed.

Plan, organize, control and direct the monitoring of campus parking lots, directing of traffic and enforcement of College parking and traffic rules and regulations; direct the issuing of citations and assure proper preparation of related paperwork; review citation appeals and resolve issues and conflicts related to traffic and parking in a proper and timely manner.

Serve as a liaison between administrators, staff, law enforcement agencies, outside agencies and the public to assure proper enforcement of College, local and State laws, rules, policies and regulations; assure law enforcement, fire and medical agencies receive proper notification of crime and emergency-related situations.

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Provide consultation to administrators, personnel, outside agencies and the public concerning security operations, activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related services, schedules, standards, requirements, practices, needs, goals, objectives, rules, regulations, policies and procedures.

Assist in the coordination planning, development, and implementation of strategic initiatives that strengthen the campus’s ability to respond and recover from an emergency; assist in the development of plans and procedures.

Perform complex technical work in emergency preparedness and disaster planning. Develop plans and procedures using a combination of original and emergency management professional standards approaches/techniques to solve substantive, complex emergency preparedness, response, and recovery challenges.

Estimate and assure adequate resources and personnel needed to meet College security needs; coordinate the purchase of supplies and equipment as appropriate; initiate recruitment activities as needed; assist in coordinating emergency preparedness functions.

Develop and prepare the annual preliminary budget for security operations and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Direct and participate in the preparation and maintenance of a variety of narrative and statistical records, logs and reports related to crimes, security incidents, citations, permits and assigned activities; review subordinate records, reports and paperwork to assure accuracy and completeness.

Provide technical information and assistance to the Vice President of Business Services regarding security activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Participate in the administration of student discipline functions as needed; attend and provide security for student disciplinary hearings as requested; retrieve students and provide security escort services as needed; prepare and follow up on reports of crimes on campus.

Operate a variety of security equipment including a two-way radio and electric cart; utilize standard office equipment including a computer and assigned software; drive a vehicle to conduct work.

Attend, conduct and participate in a variety of meetings as assigned; prepare and deliver oral presentations concerning security operations and activities as required.

OTHER DUTIES:
Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of security operations and activities including the patrol and supervision of campus facilities, parking lots and grounds, and the enforcement of campus, parking and traffic rules and regulations.
General investigative and law enforcement practices.
College campus, parking and traffic rules and regulations.
Crowd and traffic control techniques.
Practices, procedures and defensive tactics involved in security work.
College District organization, operations, policies and objectives.
Required resource, equipment and personnel levels to meet College security needs
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Appropriate safety precautions and procedures.

ABILITY TO:
Plan, organize, control and direct security operations and activities including the patrol and supervision of campus facilities, parking lots and grounds, and the enforcement of campus, parking and traffic rules and regulations.
Coordinate and direct communications, personnel and resources to meet campus security needs and assure the well-being and safety of College students, staff and visitors.
Supervise and evaluate the performance of assigned personnel.
Collaborate and coordinate security activities with law enforcement agencies.
Direct and participate in the investigation and assure proper and timely resolution of unusual, suspicious or criminal activities.
Adjust activities to meet security needs and coordinate and direct response to College security issues and problems.
Direct the issuing of parking and traffic citations and assure proper preparation of related paperwork.
Assure proper and timely resolution of security issues and conflicts.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.
EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor’s degree in law enforcement or related field and six years increasingly responsible law enforcement or security experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor environment.
Seasonal heat and cold or adverse weather conditions.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Sitting or standing for extended periods of time.
Seeing to monitor campus activities and read a variety of materials.
Hearing and speaking to exchange information.
Walking to inspect campus activities.

HAZARDS:
Potential physical hazards involved in intervening in anti-social, illegal and violent behavior.
Contact with dissatisfied or abusive individuals.
CLASS TITLE: EXECUTIVE ASSISTANT TO THE PRESIDENT/BOARD

BASIC FUNCTION:

Under the direction of the President, perform complex, highly responsible and confidential executive assistant duties to relieve the President and members of the Board of Trustees of a variety of administrative details; plan, coordinate and organize office activities and coordinate communications, correspondence, calendars, schedules, meetings and information for the President and Board members; maintain confidentiality regarding issues related to negotiations and collective bargaining matters; train and evaluate the performance of assigned personnel. Provides primary oversight and direct supervision of the College Information Booth, including PABX Operator/Receptionist staff members.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Perform complex, highly responsible and confidential executive assistant duties to relieve the President and Board members of a variety of administrative details; assure smooth and efficient office operations, and proper and timely completion of projects and activities; assist the President and Board with establishing and maintaining administrative time lines and priorities; plan, coordinate and organize office activities.

Serve as the primary secretary to the President; coordinate the President’s calendar, communications, public relations and information between the President, officials, administrators, staff, students, outside organizations and others; interpret and provide detailed and technical information concerning assigned office functions and College operations, activities, schedules, meetings, events, standards, requirements and related laws, rules, regulations, policies and procedures.

Provides primary oversight and direct supervision of the College Information Booth, including PABX Operator/Receptionist staff members.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Prepare correspondence independently on a variety of matters including those of a confidential nature; compose and type various letters, agenda items, forms, reports, memoranda, bulletins, lists, presentations and other materials; review, revise, edit, format and proofread a variety of materials; assure office-wide correspondence complies with quality guidelines and requirements.

Receive, screen and route phone calls; greet and assist visitors; refer callers or visitors to appropriate staff; take and relay messages; respond to requests, complaints and questions from officials, staff and the public, representing the President by phone or written communication; exercise independent

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judgment in resolving a variety of complex issues and conflict as needed; refer major issues and conflicts to the President as needed.

Provide secretarial and administrative support to the Board; coordinate and schedule various appointments, meetings and special events for the Board and President; maintain and coordinate appointment and activity schedules and calendars for the Board and President; make travel arrangements and reservations; reserve facilities, equipment, services and supplies for meetings and other events as needed.

Attend Board and various other administrative meetings; compile, prepare and distribute notices, agenda items and other required documents; take and transcribe minutes; update records, manuals and other documents in response to Board resolutions, actions and directives concerning College operations, policies, procedures and administrative regulations; distribute minutes, updated records, documents and reports to the President, Board members and administrators.

Receive, sort and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; process, evaluate and distribute a variety of forms and applications related to assigned functions.

Research, compile and verify a variety of data and information; compute statistical information for various reports; process and evaluate a variety of forms, applications and paperwork; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents.

Perform research and prepare information for special projects on behalf of the President and Board; attend to administrative details on special matters as assigned; assist with monitoring legislation affecting the College.

Compile information and prepare and maintain a variety of detailed and complex lists, records and reports related to meetings, correspondence, financial activity and assigned duties; establish and maintain filing systems.

Perform a variety of clerical accounting duties in support of office activities; process and monitor funds for income and expenditures; calculate, prepare and revise accounting, grant and budgetary data; balance and reconcile assigned accounts and budgets; initiate transfers as directed.

Assist in the development, monitoring and maintenance of the budget for the President’s office; monitor expenditures and assure spending does not exceed established limitations.

Monitor inventory levels of office and designated supplies; order, receive and maintain appropriate levels of inventory; prepare and process purchase orders, invoices and requisitions and arrange for payments; assist in preparing and maintaining contracts as assigned.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software; drive a vehicle to conduct work.

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Communicate with administrators, staff and a variety of outside agencies to coordinate activities, exchange information and resolve issues or concerns.

Develop and implement office procedures to enhance efficiency of office operations; create office forms which facilitate work flow; assist the President with the implementation of policies and procedures as directed.

Maintain access to documents, information and discussions relating to collective bargaining activities; prepare information used in collective bargaining strategies as requested; participate in or take and prepare minutes for collective bargaining team; maintain confidentiality regarding issues related to negotiations and collective bargaining matters.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Functions and secretarial operations of an administrative office.
College organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Applicable laws, codes, regulations, policies and procedures.
Modern office practices, procedures and equipment.
Record-keeping and filing techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Methods, procedures and terminology used in clerical accounting work.
Oral and written communication skills.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
Methods of collecting and organizing data and information.
Business letter and report writing, editing and proofreading.
Advanced operations of a computer and assigned software, including Excel and MS Word.
Public relations techniques.

ABILITY TO:
Perform complex, highly responsible and confidential executive assistant duties to relieve the President and Board members of a variety of administrative details.
Plan, coordinate and organize office activities and coordinate communications, correspondence, calendars, schedules, meetings and information for the President and Board.
Train and evaluate the performance of assigned personnel.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Organize complex material and summarize discussions and actions taken in report form.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Maintain a variety of complex and confidential files and records.

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Assure efficient and timely completion of office and program projects and activities.
Understand and resolve complex issues, complaints or problems.
Input data at an acceptable rate of speed.
Operate a variety of office equipment including a computer and assigned software.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, writing or related field and five years of increasingly responsible secretarial or administrative assistant experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
Reaching overhead, above the shoulders and horizontally.
CLASS TITLE: EXECUTIVE DIRECTOR - CENTER FOR LIFELONG LEARNING

BASIC FUNCTION:

The Executive Director of the Center for Lifelong Learning is responsible for leading and representing the Center for Lifelong Learning by meeting community, student, faculty and staff needs and assuring the financial stability, sustainability and growth of the program.

Under the direction of the Executive Vice President, create and implement the self-supporting Center for Lifelong Learning, which is responsive to the needs of the community. Create a sustainable and viable business model which provides for long term financial stability. Plan, organize, control and direct the operations, programs, classes, seminars, and activities, marketing, budgets, staff and community advisory committees. Supervise and oversee the performance of assigned instructors, staff and volunteers. Coordinate fundraising activities with the Foundation for Santa Barbara City College.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Create and implement the self-supporting Center for Lifelong Learning. Develop and implement programs, classes, seminars, and activities that are responsive to the needs of the community. Plan, organize, control and direct the operations, programming, finances, fundraising, public relations, campus relations, curriculum, classes, seminars, and activities of the Center for Lifelong Learning.

Create a sustainable and viable business model which provides for long term financial stability. Develop, implement, evaluate and adjust the business model to assure financial and operational viability.

Develop and prepare the annual budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; research, obtain and maintain grants and other funding sources as required; develop and maintain contracts as assigned. Understand and interpret financial reports.

Coordinate with the Foundation for SBCC on fundraising opportunities, events and sponsorship. Identify, plan, develop, implement and evaluate special sponsored and co-sponsored programs and events that are dynamic and responsive to community learning interests.

Arrange and coordinate calendars, facilities and support services for the instructional activities of the Center; conduct needs assessments; design, develop and evaluate new Center for Lifelong Learning programs, courses, workshops, lectures, seminars, conferences, forums and special events.

Monitor and evaluate assigned programs and courses for educational effectiveness and operational efficiency; maintain awareness of trends and issues in education and the community; receive and respond to student, staff and public input concerning program and lifelong learning course needs and community interests; develop and implement standards, programs, policies and procedures to enhance the Center’s educational effectiveness and operational efficiency.

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Oversee the development, implementation and evaluation of the Center for Lifelong Learning's marketing, public relations and community outreach plans. In collaboration with the Center for Lifelong Learning’s Community Council of Stakeholders, identify, recruit and provide support for community members to serve on volunteer advisory committees for various curriculum/program areas of focus, marketing, public relations, fundraising and overall support for the Center for Lifelong Learning.

Supervise and evaluate the performance of instructors and staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures.

Monitor, assess and adjust program offerings in response to student and community needs; coordinate activities to enhance staff understanding of educational practices, curriculum standards and instructional strategies related to the Center’s mission and focus.

Coordinate programs, courses, communications, activities and information between staff, instructors, administrators, outside organizations, businesses, the public, the Community Council of Stakeholders, and various local, State and federal agencies; assure proper and timely resolution of student, instructors, staff and administrative issues and conflicts related to the Center for Lifelong Learning.

Develop and conduct training and staff development activities as required; prepare and deliver oral presentations; explain principles, standards, guidelines, practices, procedures and techniques related to the Center’s programs and oversee the preparation and distribution of related training materials.

Direct and participate in the preparation and maintenance of various records, reports and files related to programs, courses, services, curriculum, students, enrollment, projects, grants, financial activity, budgets, trust funds, personnel and assigned duties; prepare, receive and respond to e-mails.

Incorporate technology and social media into the Center for Lifelong Learning operations.

Work with students from diverse cultural ethnic, socioeconomic, academic, and disability backgrounds.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of the operations and activities of self-supporting lifelong learning programs.
Curriculum standards, requirements, interpretation and application in assigned programs and courses.

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College, State and federal standards and requirements governing college district educational programs.
Self-supporting business models for educational enterprises.
Design and delivery of lifelong learning programs and courses.
Instructional techniques and strategies that are responsive to the learning needs of different segments of the community.
Developments in the use of technology in instruction and general operations.
Current and developing trends in a comprehensive continuing education program.
Principles, practices, procedures and techniques involved in the development and implementation of a comprehensive, self-supporting lifelong learning program.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public relations techniques.
Analyze situations accurately and adopt an effective course of action.

ABILITY TO:
Lead an entrepreneurial organization from inception.
Plan, organize, control and direct the operations and activities of the Center for Lifelong Learning.
Coordinate and direct communications, personnel, curriculum and information to meet community needs and assure smooth and efficient program activities.
Supervise and evaluate the performance of assigned employees.
Develop and implement lifelong learning courses and related instructional activities.
Collaborate with others in the development and implementation of lifelong learning courses and activities.
Coordinate and conduct training and staff development activities as required.
Communicate effectively both orally and in writing.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: master's degree and five years increasingly responsible educational and administrative experience working with community, continuing education, extension or related programs designed to meet the life enrichment learning needs of the community; experience working with the non-profit sector; knowledge and experience in managing a complex budget; knowledge and experience in fundraising.

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LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

CONDITIONS OF EMPLOYMENT:

The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Regular operation of a computer keyboard, calculator, and other normal office equipment.
Reading a variety of complex educational and financial materials.
Ability to remain in a stationary position for extended periods of time.
Communicating and expressing oneself clearly on a variety of educational topics in conversation with, and presentations to, staff, students, and members of the community.
CLASS TITLE: EXECUTIVE VICE PRESIDENT

BASIC FUNCTION:

Under the direction of the President, plan, organize, control and direct Educational Programs operations and activities including College District-wide Credit and State-supported Non-credit instructional and student support divisions, departments, programs, services and activities, and self-supporting, fee-based community services classes, programs services and activities offered through the College's self-supported Center for Lifelong Learning (CLL); coordinate and direct courses, curriculum, fiscal functions, meetings, communications, information, resources and personnel to meet student needs and enhance the educational effectiveness of the College's credit, non-credit and community service programs; supervise and evaluate the performance of assigned administrators and personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct Educational Programs operations and activities including College District-wide Credit and State-supported Non-credit instructional and student support divisions, departments, programs, services, and self-supporting fee-based community services courses, programs and services offered through the institutions CLL; provide College-wide leadership and oversight for credit, non-credit and community services instructional, student support program, activities, and service policy development and strategic planning; establish and maintain credit, non-credit and community service instructional and student support program activities and service time lines and priorities; assure related activities comply with established College, State and federal standards, requirements, laws, codes, rules, regulations, policies and procedures.

Coordinate and direct credit, non-credit and community services courses, curriculum, student support services and programs, fiscal functions, meetings, communications, information, resources and personnel to meet student needs and enhance the educational effectiveness of the College; direct the development and implementation of credit, non-credit and community services instructional, student support programs, activities and services; plan strategies, processes, systems, projects, courses, goals, events and objectives; establish, develop, implement and schedule classes and other credit, non-credit and community services instructional, student support program, and service activities.

Supervise and evaluate the performance of assigned administrators and personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Coordinate, attend, conduct and chair various meetings, committees, councils, teams, conferences and special events as assigned; prepare and deliver oral presentations concerning instructional and student support operations, activities, programs, services and courses; prepare agenda items as needed; attend and participate in collective bargaining sessions and negotiations as directed; provide administrative leadership to assure the CLL is successful in meeting its objectives, enrollment and revenue objectives and is self-supporting.

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Direct and assist subordinate administrators in the identification, analysis, design and implementation of program, curriculum and policy initiatives; coordinate credit, non-credit and community services instructional and student support programs and activities to assure compliance with established curriculum standards and requirements and enhance teaching, learning and student success; direct and participate in developing and maintaining curriculum standards, enhancing enrollment, ensure the CLL is self-supported, and meeting the educational needs and goals of students.

Coordinate instructional and student support programs, services, communications, activities, projects, curriculum development and information between administrators, faculty, personnel, community resources, outside organizations, students, the public and various local, State and federal agencies; assure proper and timely resolution of Educational Programs and related student, staff, faculty, administrative, community, program and service issues, complaints, problems and conflicts.

Develop and prepare the annual preliminary budget for Educational Programs which includes credit, non-credit and community services programs, services and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; direct financial functions to assure fiscal accountability and solvency; evaluate enrollment data to determine appropriate spending priorities; direct and participate in researching, obtaining and maintaining grants and other funding sources; prepare related proposals and documents.

Direct consultation and advisement services concerning Educational Programs; advise and assure students, personnel, administrators, outside agencies and the public are provided with technical, accurate and timely assistance and information concerning related programs, services, divisions, departments, courses, curriculum, schedules, time lines, standards, requirements, goals, objectives, services, time lines, processes, laws, codes, regulations, policies and procedures.

Monitor and analyze credit, non-credit and community services instructional and student support operations and activities for educational and financial effectiveness and operational efficiency; direct the research, development and implementation of standards, programs, services, policies, systems and procedures, and marketing and fundraising for the CLL to meet student needs and enhance the educational and financial effectiveness and operational efficiency of instructional, student support, and community services operations and activities.

Direct staff development functions to assure faculty understanding of curriculum standards and requirements, instructional and student development strategies and related materials; coordinate and direct the development, implementation and conducting of training sessions to facilitate and enhance faculty and student support staff understanding of related principles, standards, guidelines, requirements, practices, procedures and techniques.

Research, compile and analyze student, enrollment, class, attendance, financial and other instructional and budget information and data; direct and participate in the preparation and maintenance of a variety of records, reports and files related to programs, services, personnel, students, accountability, attendance, budgets, financial activity and assigned duties; assure mandated reports are submitted to appropriate local, State or federal agency according to established time lines.

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Assure adequate resources and personnel to meet the instructional and student support needs of the College; direct the procurement and purchasing of needed supplies and equipment; initiate personnel transactions such as hiring activities as appropriate.

Maintain current knowledge of educational trends, innovations and practices, and local, State and federal programs, laws, codes, regulations and pending legislature related to credit, non-credit and community service instructional and student support program and service operations and activities; oversee the modification of programs, services, policies and procedures to meet State and federal requirements as needed.

Provide technical information and assistance to the President regarding the credit, non-credit and CLL instructional and student support divisions, departments, programs, services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs; collaborate with other administrators in identifying classes appropriate for transferring to credit mode.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work; oversee and assure proper development, maintenance and modification of instructional and student support computer systems.

Serve as the President in the absence of the administrator as directed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of Educational Programs operations and activities including credit, non-credit and community services instructional and student support divisions, departments, programs, services and activities.
Curriculum standards, requirements, interpretation, application, development and implementation in instructional and student support divisions, departments, programs and services.
College, State and federal standards and requirements governing credit, non-credit and community services.
Instructional and student development techniques and strategies related to College programs and services.
Educational policy development and strategic planning in a college district environment.
Principles, practices, procedures and techniques involved in the development and implementation of curriculum standards, and instructional and student development and support programs, services, plans, strategies, processes, systems, projects, courses, goals, events and objectives.
Principles and practices of administration, supervision and training.
Policies and objectives of assigned programs and activities.
College District organization, operations, policies and objectives.

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Budget preparation and control.
Oral and written communication skills.
Public relations practices, procedures, techniques and terminology.
Applicable State and federal laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public speaking techniques.
Fundraising and marketing skills.

ABILITY TO:
Plan, organize, control and direct Educational Programs operations and activities including College District-wide instructional and student support divisions, departments, programs and services. Coordinate and direct courses, curriculum, fiscal functions, meetings, communications, information, resources and personnel to meet student needs and enhance the educational effectiveness of the College.
Supervise and evaluate the performance of assigned administrators and personnel.
Provide College-wide leadership and oversight for instructional and student support services and programs, policy development and strategic planning.
Direct the development and implementation of credit, non-credit and community services instructional and student support programs, services, plans, strategies, processes, systems, projects, courses, goals, events and objectives.
Assist subordinate administrators in the identification, analysis, design and implementation of program, curriculum, student development and policy initiatives.
Direct and participate in developing and maintaining curriculum standards and best practices in student development, enhancing enrollment and meeting the educational needs and goals of students.
Assure proper and timely resolution of Educational Programs and related student, staff, faculty, administrative, community, program and service issues, complaints, problems and conflicts.
Communicate effectively both orally and in writing.
Provide leadership in marketing classes and programs for the CLL.
Provide leadership in directing marketing and promotion strategies required to meet revenue targets and to remain self-supported.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

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EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree and ten years increasingly responsible experience working with college instructional programs and student support programs and services including five years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information and make presentations.
CLASS TITLE: GROUNDS MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Senior Director-Facilities, Planning and Campus Development, organize and direct grounds maintenance and gardening activities involved in the beautification of College grounds and landscaped areas; coordinate communications, projects, resources and personnel to meet College grounds maintenance needs; plan, develop, implement and inspect landscaping and gardening projects; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Organize and direct grounds maintenance and gardening activities involved in the beautification of College grounds and landscaped areas; coordinate activities to assure grounds are maintained in a safe and clean condition; establish and maintain grounds maintenance time lines and priorities; assure related activities comply with established laws, codes, regulations, policies and procedures.

Coordinate communications, projects, resources and personnel to meet College grounds maintenance needs; plan, develop and implement landscaping and grounds maintenance projects; inspect grounds and landscaped areas to determine grounds maintenance, gardening and landscaping needs; inspect completed projects for accuracy, completeness and compliance with established requirements.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards and procedures.

Supervise the mowing, edging, trimming and watering of lawns, athletic fields and other turf and artificial turf grounds; assure proper preparation of soil; direct personnel and activities to assure turf grounds are developed and maintained according to established quality standards; organize and direct the planting, cultivation, pruning and irrigation of flowers, trees, grass and shrubs.

Develop and implement irrigation schedules; supervise the operation and maintenance of irrigation systems; direct and participate in the installation, repair and maintenance of College irrigation systems and related parts, components and equipment; adjust system settings according to weather conditions and College needs.

Coordinate response to College needs and work orders; estimate labor, material and equipment needed for grounds maintenance projects and activities; monitor inventory levels of materials and equipment; order, receive and maintain adequate inventory levels of materials and equipment.

Collaborate with and inspect the work of outside contractors; research prices for parts, materials and equipment; review and authorize expenditures according to established limitations; assist with budget development and preparation for grounds maintenance functions.

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Organize, direct and participate in maintaining grounds maintenance equipment in safe operating condition as directed; perform minor maintenance and repairs on equipment as needed; arrange for major maintenance and repairs as needed.

Operate a variety of power-driven equipment such as mowers, tractors, skip loaders, edgers, blowers, hedge trimmers, chainsaws, forklifts, trucks and other equipment used in grounds work; utilize standard gardening hand tools; drive a vehicle to conduct work.

Supervise general grounds cleanup functions including the raking of leaves, sweeping of litter from walks and driveways, emptying of waste receptacles and picking up of paper, trash and debris.

Organize and direct the preparation of athletic fields and other facilities for sporting activities and special events.

Prepare and maintain various records and reports related to attendance, work orders, in-services, financial activity, equipment, supplies and assigned duties.

Communicate with personnel and various outside agencies to exchange information, coordinate activities and resolve issues and concerns.

Apply pest control methods to eradicate weeds and other pests according to established procedures as needed.

Attend and participate in various meetings and in-services as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organization and direction of grounds maintenance and gardening activities involved in the beautification of grounds and landscaped areas.
Grounds maintenance procedures including mowing, edging, raking and weeding.
Methods, equipment and materials used in grounds maintenance and landscaping.
Cultivating, watering and spraying of flowers, trees and shrubs.
Inventory practices, procedures and requirements for grounds maintenance activities.
Applicable laws, codes, regulations, policies and procedures.
Methods and materials used in controlling pests and weeds.
Practices, procedures and techniques involved in the development and implementation of landscaping and gardening projects and the maintenance and repair of irrigation systems.
Operation and maintenance of hand and power tools and equipment used in ground maintenance.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Principles and practices of supervision and training.

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Record-keeping and report preparation techniques.
Health and safety regulations.

ABILITY TO:
Organize and direct grounds maintenance and gardening activities involved in the beautification of
College grounds and landscaped areas.
Coordinate communications, projects, resources and personnel to meet College grounds maintenance
needs.
Plan, develop, implement and inspect landscaping and gardening projects.
Train and evaluate the performance of assigned personnel.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Assure adequate materials, equipment and personnel to meet District grounds maintenance needs.
Coordinate, direct and participate in the mowing, edging, trimming and watering of lawns, fields and
other turf grounds.
Supervise the operation and maintenance of irrigation system.
Estimate labor, material and equipment requirements for projects and activities.
Direct the planting, cultivation, pruning and irrigation of flowers, trees, grass and shrubs.
Coordinate activities to assure grounds are maintained in a safe and clean condition.
Plan and organize work.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Prepare and maintain a variety of records and reports.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years increasingly responsible
grounds maintenance, landscaping or related experience including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Outdoor work environment.
Seasonal heat and cold or adverse weather conditions.
Exposure to fumes, dust, odors, oil, grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate grounds maintenance equipment.
Walking or standing for extended periods of time.
Seeing to perform gardening and grounds work.

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Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.
Heavy physical labor.

HAZARDS:
Working around and with machinery having moving parts.
Working on ladders.
CLASS TITLE: HUMAN RESOURCES TECHNICIAN II (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Vice President – Human Resources, perform a variety of technical duties in support of the College classified and certificated human resources operations and activities; participate in the recruitment, screening and processing of new personnel; provide information and assistance to employees, job applicants and the general public regarding College personnel functions, policies and procedures; prepare and maintain a variety of manual and automated personnel files, records and reports.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Human Resources Technician II (Confidential) class perform more technical work related to recruitments, credentialing requirements, teaching and adjunct assignments, employee benefits programs and other related functions of the certificated and classified Human Resources operations. The Human Resources Technician III (Confidential) classification plans and coordinates the administration of recruitment and processing of regular and contract faculty and certificated administrators and serves as a lead person for the assigned Human Resources activity. The Human Resources Technician I (Confidential) classification performs duties such as the processing of new and returning classified-hourly personnel, provides front desk assistance, maintains office systems such as applicant tracking, and assists other office staff with special projects as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Perform a variety of technical duties in support of College classified and certificated human resources operations and activities; resolve personnel-related issues and concerns with discretion and confidentiality; refer more difficult or sensitive issues to supervisor as needed.

Participate in the recruitment, screening, orientation and processing of new personnel according to established procedures; collect and process various employment forms and applications; arrange and follow-up for clearance on fingerprints; forward new employee information to payroll and other departments.

Perform a variety of technical duties in support of employee benefits programs including enrollment, data collection, record-keeping, accounting, claims processing and fund disbursement activities; provide eligible employees, domestic partners, retirees and surviving spouses with benefits.

Perform a variety of technical duties in the monitoring of certificated assignments and renewals to assure compliance with State Minimum Qualifications for Faculty and Administrators in California Community Colleges credential requirements; assure credentialing activities comply with established guidelines, policies, regulations and procedures.

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Input employee, benefits and a variety of other data into appropriate computer system; maintain automated employee records and files; generate computerized reports as requested; assure accuracy of input and output data.

Serve as an informational resource to employees, job applicants and the general public; respond to inquiries and provide information regarding job openings, minimum qualifications and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications.

Monitor Schedule of Classes and Teacher Load report for teaching assignments; maintain and update changes in teaching assignments and Payroll Authorization forms; notify Scheduling Office and Educational Programs Support Office of errors as appropriate.

Input a variety of employee information and other personnel data into an assigned computer system; maintain automated employee records and files; generate a variety of computerized lists and reports; assure accuracy of input and output data.

Establish and maintain a variety of personnel files and records according to established policies and procedures; update records and files with employee information, credentials, benefits, job location, job assignment, career step and class, sick and vacation leave, salary, medical information and benefits.

Prepare and distribute announcements for job openings; place advertisements in various media; review applications for minimum qualifications and completeness; verify background information; notify candidates of testing and interviewing activities; compile and prepare interview packets.

Provide information to new employees regarding vacation days, sick days, benefits and related rules and regulations; determine proper salary placement; monitor employee longevity and notify appropriate personnel of changes in salary step progression and benefits eligibility.

Perform various enrollment activities; assist employees with completing enrollment forms; process and evaluate enrollment forms according to established procedures; establish and maintain permanent employee benefits records; update records with retirement, leave and other information as appropriate.

Operate a variety of office equipment including a calculator, copier, fax machine, typewriter computer and assigned software.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Compose a variety of correspondence including inter-office communications, lists, notices, forms, letters, memoranda and other materials; disseminate bulk mailings as requested; provide research support and past practice information for negotiations and grievances as assigned.

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Perform variety of clerical duties related to assigned activities such as answering phones, verifying employment, greeting visitors and duplicating materials as assigned.

Assist with coordinating and administering assessment tests as required.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Human resources office functions, practices and procedures.
Practices and procedures related to classified and/or certificated personnel.
Applicable laws, codes, regulations, policies and procedures.
Operations, policies and objectives relating to human resources activities.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Modern office procedures and record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.
Data entry and retrieval techniques.
Mathematical computations.

ABILITY TO:
Perform a variety of technical duties in support of human resources operations and activities.
Participate in the recruitment, screening and processing of new personnel.
Provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures.
Prepare and maintain a variety of manual and automated personnel files, records and reports.
Prepare announcements for job openings and place advertisements.
Learn organizational operations, policies and objectives.
Interpret, apply and explain rules, regulations, policies and procedures.
Distribute, screen and process employment applications and other personnel-related documents.
Maintain confidentiality of sensitive and privileged information.
Compose correspondence and written materials independently.
Input data at an acceptable rate of speed.
Understand and follow oral and written instructions.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Complete work with many interruptions.

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Determine appropriate action within clearly defined guidelines.
Make mathematical computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: college-level coursework in business, human resources or related field and three years increasingly responsible clerical or human resources or related experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: HUMAN RESOURCES TECHNICIAN III (CONFIDENTIAL)

BASIC FUNCTION:

Under the direction of the Vice President-Human Resources, plan, and coordinate recruitment and screening of all regular and contract faculty and educational administrators; assure compliance with State Minimum Qualifications for Faculty and Administrators in California Community Colleges and applicable Education Code requirements; plan and coordinate the processing of new certificated personnel; provide information and assistance to employees, job applicants and the general public regarding personnel functions, policies and procedures applicable to certificated employees; prepare and maintain a variety of manual and automated personnel files, records and reports; train and provide work direction and guidance to assigned staff.

DISTINGUISHING CHARACTERISTICS

The Human Resources Technician III (Confidential) classification plans and coordinates recruitment and processing of regular and contract faculty and certificated administrators and serves as a lead person for the assigned Human Resources activity. The Human Resources Technician I classification provides front desk assistance, maintains office systems such as applicant tracking, and assists other office staff with special projects as assigned. Incumbents in the Human Resources Technician II (Confidential) class perform more technical work related to recruitments, credentialing requirements, teaching assignments, employee benefits programs and other related functions of the certificated and classified Human Resources operations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan and coordinate the College recruitment, screening and processing of new certificated personnel according to established procedures; collect and process certificated employment forms and applications; arrange and follow-up for clearance on fingerprints; forward new employee information to payroll and other departments.

Oversee the processing of applications and other documents; assure compliance with State Minimum Qualifications for Faculty and Administrators in California Community Colleges credential and applicable Ed Code requirements; prepare annual contracts for educational administrators and College faculty.

Coordinate the District fringe benefits to eligible employees, retirees and participants; establish and maintain census database and other automated records and files; update, enroll, add and delete employees and dependents to and from various benefit plans; input, update and extract a variety of benefits data and information in an assigned computer system; initiate queries, develop spreadsheets and generate computerized reports and documents; assure accuracy of input and output data.

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Establish salary placement of new certificated staff according to established procedures and applicable bargaining unit contracts and Memoranda of Understanding; analyze transcripts for required degrees, upper graduate level coursework and other related requirements; track and maintain accurate salary information and update salary changes due to step increases, salary class transfer program, longevity, sabbatical leaves, tenure tracking, March 15th notices, LOA’s, changes in work load and related records; prepare related Board agenda items as required.

Establish various categories of Educational Administrator and faculty annual work schedules and submit to Board for approval.

Process new hires, terminations, leaves of absence, FTE and position changes, voluntary deduction modifications and other benefit adjustments; calculate, revise and update records with changes in benefits, insurance rates and deductions; send change forms via mail or e-mail; notify employees of benefit adjustments as needed.

Create and maintain relevant and related HR web pages.

Participate in the design, implementation and maintenance of the employment administration system.

Initiate and conduct interactive dialogues with faculty and Educational Administrators regarding ADA accommodations as needed.

Train and provide work direction and guidance to assigned staff; oversee staff involved in the recruiting process; provide the Vice President – Human Resources with staff issues or concerns.

Coordinate the recruitment efforts for vacant certificated positions; initiate and maintain recruitment case files; arrange for and place advertisements in newspapers, web sites, journals and other recruiting sources; maintain related records; represent college at annual Chancellor’s Office Job Fair.

Serve as an informational resource to employees, job applicants and the general public; respond to inquiries and provide information regarding certificated job openings, minimum qualifications and personnel functions, policies and procedures; distribute and assist applicants with completing required forms and applications.

Meet and confer with employees concerning employee benefits and claims processing; distribute informational materials and enrollment forms and explain medical, dental, life and various other mandatory and voluntary benefits programs and related deductions and options.

Coordinate and oversee the processing of certificated personnel transactions involved in appointments, separations, change in assignment, compensation, LOA’s and other related matters; oversee and maintain expected faculty academic title changes according to established academic title policy, annual evaluations of degrees, tenure tracking and longevity; coordinate extended day, temporary and categorically funded contracts.

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Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software; assist in the planning, development, implementation and maintenance of an automated human resources information system.

Coordinate certificated administrator evaluations according to established timelines; participate in faculty evaluation archiving process and archiving system maintenance.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns; serve as liaison between faculty/administrators and County Office of Education and CalSTRS to resolve certificated issues, including Post Retirement Contracts, Service Credit, Disability applications, reduced workload contracts, faculty death and other related matters.

Establish and maintain a variety of personnel files and various statistical records for certificated personnel according to established policies and procedures; provide research support and past practice information for negotiations and grievances as assigned; update and maintain College catalog information on faculty listings, titles, degrees, retirements, emeritus status and other related information.

Attend workshops and review legislation and other publications to remain current regarding new laws, rules and regulations governing credentials; implement policies and procedures to assure compliance with established laws, rules and regulations, including State Minimum Qualifications for Faculty and Administrators in California Community Colleges.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Current laws, codes, regulations and rules related to certificated faculty and staff.
Certificated human resources recruitment and related office functions, practices and procedures.
Practices and procedures related to certificated personnel.
General methods, practices, terminology and procedures used in benefits administration including insurance, enrollment, billing and record-keeping functions.
Employee benefit packages and insurance programs offered by the District.
District negotiated agreements.
Applicable laws, codes, regulations, policies and procedures.
Operations, policies and objectives relating to human resources activities.
Record-keeping and report preparation techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Telephone techniques and etiquette.
Modern office procedures and record-keeping techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Technical aspects of field of specialty.

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Ewing Consulting, Inc.
Data entry and retrieval techniques.
Mathematical computations.

ABILITY TO:
Perform a variety of complex technical duties in the recruitment for and monitoring of certificated assignments.
Assure compliance with State Minimum Qualifications for Faculty and Administrators.
Analyze transcripts for required degrees, upper graduate level coursework and other related requirements.
Perform a variety of technical duties in support of employee benefits programs including insurance, enrollment, billing and record-keeping functions.
Enroll, add and delete employees and dependents to and from various benefit plans.
Interpret, apply, explain and assure compliance with rules, regulations, policies and procedures.
Perform a variety of technical duties in support of human resources operations and activities.
Oversee and participate in the recruitment, screening and processing of new certificated personnel.
Prepare and maintain a variety of manual and automated personnel files, records and reports.
Prepare announcements for job openings and place advertisements.
Learn organizational operations, policies and objectives.
Interpret, apply and explain rules, regulations, policies and procedures.
Distribute, screen and process employment applications and other personnel-related documents.
Maintain confidentiality of sensitive and privileged information.
Compose correspondence and written materials independently.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Complete work with many interruptions.
Determine appropriate action within clearly defined guidelines.
Make mathematical computations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate’s degree supplemented by coursework in business, human resources or related field and four years increasingly responsible clerical or human resources or related experience.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Constant interruptions.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

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CLASS TITLE: LEARNING RESOURCE CENTER SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director-Learning Support Services, organize and direct Learning Resource Center operations and activities including tutorial assistance, media support and computer services; coordinate personnel, resources, communications and information to meet College District needs and assure smooth and efficient Center activities; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Organize and direct Learning Resource Center operations and activities including tutorial assistance, media support and computer services; assist in establishing related time lines and priorities; coordinate activities to meet student learning needs and enhance educational effectiveness; assure Learning Resource Center activities comply with established rules, policies and procedures.

Coordinate personnel, resources, communications and information to meet College District needs and assure smooth and efficient Center activities; participate in the development and implementation of related projects, services, goals and objectives; assure proper and timely resolution of related issues and conflicts; coordinate response to emergency situations and student behavior problems; coordinate the various internal services and scheduling in the Center.

Train and evaluate the performance of assigned personnel and student workers; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop staff schedules, assign employee duties and review work to assure compliance with established time lines, standards, practices, requirements and procedures.

Support staff and hourly workers to assure staffing is adequate to meet service demands, that job responsibilities, timelines and expectations are clear, and that staff is informed about current events or activities impacting their work day; assure professional behaviors are upheld and professional development is on-going; communicate with staff and workers through direct conversations, e-mail communications, posting of important information, observation of use patterns throughout the department, and daily presence and availability of the department.

Plan, organize and direct the services and schedules of the Learning Resource Center including learning laboratories, tutorial functions and computer usage to meet students needs; direct referral services to assure appropriate students are receiving Center services and assistance; collaborate with faculty in coordinating instructional support for students to meet educational goals and objectives.

Coordinate Learning Resource Center activities, communications and information between students, administrators, personnel, departments, outside organizations and others; prepare and disseminate promotional and informational materials to facilitate student and staff awareness of Center services; coordinate internet, mail and other advertising campaigns; arrange for classroom speakers.

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Serve as a technical resource concerning Learning Resource Center operations and activities; respond to inquiries and provide technical information concerning related services, standards, requirements, policies and procedures; assist staff with the location, selection and checking out of learning support and supplemental instructional materials; research, develop and obtain new learning resources.

Monitor and evaluate Learning Resource Center operations and activities for educational effectiveness and operational efficiency; conduct related surveys; participate in the development and implementation of services, practices, rules, policies and procedures to enhance educational effectiveness and operational efficiency of the Learning Resource Center; oversee the daily operations of the facility assuring a safe, clean, functional, supportive and pleasant environment that supports student learning and workplace satisfaction.

Assist in assuring adequate resources and personnel to meet Center needs; monitor inventory levels of Center supplies and equipment; order, receive and maintain adequate inventory levels of supplies and equipment; initiate recruitment activities as needed; assure smooth running of Center computer systems and other equipment and arrange for maintenance and repairs as needed.

Develop, implement and conduct staff development and training activities for Learning Resource Center personnel; develop, maintain and assure employee understanding of related training materials; arrange for employee workshops as needed.

Assist in the development and preparation of the annual preliminary budget for the Learning Resource Center; control and authorize expenditures; monitor expenditures to assure compliance with established limitations; reconcile and verify account balances as directed.

Oversee and participate in the preparation and maintenance of various records and reports related to personnel, financial activity, budgets, supplies, equipment, inventory, work orders and assigned duties; process various forms and applications.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of equipment including VCR's, DVD players, projectors, stereos, scanners, computers and assigned software; perform general maintenance and repairs on equipment as required; drive a vehicle to conduct work.

Coordinate activities to assure the Learning Resource Center is maintained in a safe, clean and orderly condition.

Attend, conduct and participate in various meetings as assigned.

OTHER DUTIES:
Perform related duties as assigned.

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KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organization and direction of Learning Resource Center operations and activities including tutorial assistance, media support and computer services.
General curriculum interpretation and application in the Learning Resource Center.
Learning Resource Center organization, operations, policies and objectives.
Principles and practices of supervision and training.
Learning Resource Center practices, procedures and terminology.
District and State standards and requirements concerning Learning Resource Center operations.
Instructional materials, tutoring functions and technology of a college learning center.
Inventory practices and procedures.
Operation of a computer and assigned software.
Applicable rules, regulations, policies and procedures.
Principles and practices of supervision and training.
Oral and written communication skills.
Basic budget preparation and control.
Interpersonal skills using tact, patience and courtesy.
Record-keeping and report preparation techniques.

ABILITY TO:
Organize and direct Learning Resource Center operations and activities including tutorial assistance, media support and computer services.
Coordinate personnel, resources, communications and information to meet College District needs and assure smooth and efficient Center activities.
Train and evaluate the performance of assigned personnel.
Coordinate activities to meet student learning needs and enhance educational effectiveness.
Assure proper and timely resolution of Center issues, conflicts and emergency situations.
Prepare and disseminate promotional and informational materials to facilitate student and staff awareness of Center services.
Serve as a technical resource concerning Learning Resource Center operations and activities
Interpret, apply and explain rules, regulations, policies and procedures.
Develop, implement and conduct staff development and training activities.
Order, receive and maintain adequate inventory levels of supplies and equipment.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Oversee and participate in the preparation and maintenance of various records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: bachelor's degree and two years increasingly responsible experience involving the operation of a library, learning center or similar educational facility.

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LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Learning resource center environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Reaching overhead, above the shoulders and horizontally.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: MAINTENANCE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Senior Director-Facilities, Planning and Campus Development, organize and direct operations and activities involved in the maintenance and repair of College District buildings, facilities and equipment; coordinate communications, personnel and projects to meet College District needs and assure smooth and efficient activities; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Organize and direct operations and activities involved in the maintenance and repair of College District buildings, facilities and equipment; assist in assuring related functions comply with established laws, codes, ordinances, rules, regulations, policies and procedures.

Coordinate communications, personnel and projects to meet College District needs and assure smooth and efficient activities; participate in the scheduling, development and implementation of maintenance and repair projects; assure proper and timely resolution of related issues and conflicts.

Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established guidelines and procedures.

Supervise installation, maintenance and repair projects in carpentry, electrical work, HVAC, construction, electronics and plumbing; oversee the troubleshooting, diagnosis and repair of utility, equipment and system malfunctions; assure proper replacement of parts as needed.

Receive, prioritize and coordinate response to work orders; monitor progress of maintenance and repair projects; inspect completed projects for accuracy, completeness and compliance with established standards, requirements, work orders and specifications.

Assist in the development and preparation of the annual preliminary budget for maintenance and repair functions; review and evaluate budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Collaborate with administrators, personnel and contractors in the planning, development and implementation of construction and renovation projects; coordinate and inspect work of contractors for accuracy, completeness and compliance with established time lines and specifications.

Serve as a technical resource to personnel, administrators, contractors and others concerning maintenance, repair and construction projects and activities; respond to inquiries and provide information concerning related standards, practices, techniques, policies and procedures.

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Inspect buildings and facilities to identify maintenance and repair needs; assure proper identification and resolution of safety hazards; develop, implement and schedule preventive maintenance functions; coordinate response to emergency situations as needed.

Estimate labor, materials and equipment needed for assigned functions; compile and prepare cost estimates; monitor, order and assure adequate levels of equipment and supplies.

Coordinate, organize and lay out maintenance, repair, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications.

Prepare and maintain a variety of records and reports related to projects, estimates, equipment, buildings, facilities, inspections, budgets, employees and assigned activities.

Operate and maintain a variety of hand and power tools and equipment; utilize standard office equipment including a computer and assigned software; drive a vehicle to conduct work.

Communicate with personnel, administrators and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Coordinate the operation of the Energy Management System and related controls to meet College needs and maximize efficiency of energy usage.

Collaborate with local and State agencies in the maintenance of elevator, fire alarm, plumbing and energy systems as directed; oversee the removal of hazardous waste as required.

Attend and conduct a variety of meetings as assigned; develop, implement and conduct safety training sessions as directed.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Organization and direction of operations and activities involved in the maintenance and repair of College District buildings, facilities and equipment.
Proper methods, techniques, materials, tools and equipment used in the building maintenance trades.
Requirements of maintaining buildings, facilities and equipment in good repair.
Applicable building codes, ordinances, requirements, regulations and safety precautions.
Policies and objectives of assigned programs and activities.
Oral and written communication skills.
Inventory practices and procedures.
Preventive maintenance principles and practices.
Applicable laws, codes, rules, regulations, policies and procedures.
Record-keeping and report preparation techniques.
Principles and practices of supervision and training.

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Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Basic budget preparation and control.

ABILITY TO:
Organize and direct operations and activities involved in the maintenance and repair of College District buildings, facilities and equipment.
Coordinate communications, personnel and projects to meet College District needs and assure smooth and efficient activities.
Train and evaluate the performance of assigned personnel.
Supervise installation, maintenance and repair projects in carpentry, electrical work, HVAC, construction, electronics and plumbing.
Receive, prioritize and coordinate response to work orders.
Estimate material, labor, equipment and time requirements.
Inspect projects for accuracy, completeness and compliance with established requirements.
Operate and maintain a wide variety of hand and power tools and equipment.
Monitor and assure adequate levels of maintenance equipment and supplies.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned software.
Determine appropriate action within clearly defined guidelines.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare and maintain a variety of records and reports.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and five years increasingly responsible journey-level experience in one or more of the building maintenance trades including two years in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.

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Maintenance Supervisor - Continued

Seeing to inspect projects and read a variety of materials.
Sitting or standing for extended periods of time.
Walking to inspect projects.
CLASS TITLE: PAYROLL MANAGER

BASIC FUNCTION:

Under the direction of the Controller, plan, organize and direct payroll operations and activities to assure College employees and student workers are paid in an accurate and timely manner; coordinate, direct and participate in the preparation, maintenance, processing and auditing of manual and automated payroll data, records and reports; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize and direct payroll operations and activities to assure College employees and student workers are paid in an accurate and timely manner; coordinate and oversee the processing of payroll-related data, forms and applications; assure payroll activities comply with established laws, codes, regulations, policies and procedures.

Coordinate, direct and participate in the preparation, maintenance, processing and auditing of manual and automated payroll data, records and reports; review information for accuracy, identify discrepancies, make corrections and resolve problems as necessary; coordinate and assure proper processing and application of employee benefits, insurance enrollments, sick leave and taxes.

Maintain current knowledge of laws, codes, rules, regulations and pending legislature related to payroll functions; assist with modifying systems and activities to meet requirements.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Provide technical assistance to personnel and others concerning payroll activities and related functions; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related standards, requirements, computer operations, labor contracts, taxes, benefits, data, laws, codes, regulations, policies and procedures.

Coordinate auditing, record-keeping and reporting functions to assure proper application, calculation and reporting of compensation data, benefits and taxes; oversee and participate in the coding and application of voluntary deductions; supervise the distribution and processing of annual W-2 forms; assure proper authorizing signatures, coding and accuracy of payroll adjustments.

Organize, direct and participate in the inputting, updating and auditing of a variety of payroll data in an assigned computer system; establish and maintain automated records; extract and adjust data, develop spreadsheets, initiate queries and generate a variety of computerized records and reports related to payroll activities; assure accuracy of automated payroll data.

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Coordinate information and personnel to assure smooth and efficient payroll activities; establish payroll time lines and priorities; investigate and assure proper and timely resolution of payroll discrepancies, issues and conflicts.

Monitor and evaluate College payroll policies and procedures for financial effectiveness and operational efficiency; develop and implement policies and procedures to enhance the financial effectiveness and operational efficiency of payroll operations.

Coordinate payroll-related communications between College, personnel, administrators, educational organizations, retirement systems, benefit providers and others; serve as a liaison between the College and outside auditors concerning District and governmental audits.

Oversee and participate in the preparation and maintenance of a variety of financial and statistical records, statements and reports related to payroll, employees, taxes, sick leave, vacation and assigned activities; assure mandated reports are submitted to appropriate governmental agency according to established time lines.

Operate a variety of office equipment including a computer and assigned software; administer the online student payroll system as directed; supervise the implementation of payroll system software conversions; drive a vehicle to conduct work.

Provide technical information and assistance to the Controller regarding payroll activities, needs and issues; assist in the formulation and development of policies, procedures and programs; assure proper implementation of contract-related standards concerning compensation and fringe benefits.

Assist with coordinating benefits for College personnel as directed; participate in compiling and evaluating rates and information for employee benefits; provide earnings and employment information for employees applying for unemployment insurance as needed.

Attend and conduct various meetings as assigned.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Management of College payroll operations and activities.
Practices, procedures and techniques involved in payroll preparation and processing.
College payroll policies, objectives and procedures.
Tax withholding, voluntary deductions and supplemental insurance.
Preparation, maintenance, verification and processing of payroll records and reports.
Applicable laws, codes, regulations, policies and procedures.
Record retrieval and storage systems.
Financial and statistical record-keeping techniques.
Preparation of financial statements and comprehensive accounting reports.

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Payroll Manager - Continued

Policies and objectives of assigned programs and activities.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Arithmetic computations.

ABILITY TO:
Plan, organize and direct payroll operations and activities to assure College employees and student workers are paid in an accurate and timely manner.
Coordinate, direct and participate in the preparation, maintenance, processing and auditing of manual and automated payroll data, records and reports.
Supervise and evaluate the performance of assigned personnel.
Coordinate auditing, record-keeping and reporting functions to assure proper application, calculation and reporting of compensation data, benefits and taxes.
Assure proper and timely resolution of payroll discrepancies, issues and conflicts.
Monitor, audit, adjust and reconcile payroll data.
Provide technical assistance concerning payroll activities and related functions.
Plan, organize, direct and participate in the inputting and updating of a variety of payroll and employee data in an assigned computer system.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct and participate in the preparation and maintenance of various financial and statistical records, reports and statements related to employees and payroll.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business administration, accounting or related field and three years increasingly responsible payroll experience including work with automated record-keeping systems.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

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PHYSICAL DEMANDS:
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: PUBLIC INFORMATION OFFICER

BASIC FUNCTION:

Under the direction of the Superintendent/President, develop, implement and conduct public relations, strategic communications, marketing and awareness activities to enhance community understanding of College objectives, services and activities; perform a variety of specialized duties in the research, organization, composition and design of College press releases and informational materials and speeches, correspondence, talking points, announcements, and other oral and written communications for the Superintendent/President.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Develop, implement and conduct public relations, strategic communications, marketing and awareness activities to enhance community understanding of College objectives, services and activities; develop and implement public relation strategies according to College needs and established policies and procedures.

Compose, develop and prepare for the dissemination of speeches, correspondence, talking points, announcements, and other oral and written communications for the Superintendent/President; confer with the Superintendent/President regarding and adjust communications in response to public relations needs; provide technical assistance to the Superintendent/President regarding public relations strategies, needs and issues.

Perform a variety of specialized duties in the research, organization, composition and design of press releases, newsletters and informational materials for distribution to the local news media and publication in the community; establish and maintain contact with members of the media and other organizations; contact media representatives to disseminate story ideas.

Serve as a liaison and coordinate communications and information between the Superintendent/President, College employees, the Foundation for SBCC, students, print and broadcast media and the public to facilitate awareness of various College operations, functions, resources and events; arrange for interviews as needed; monitor and control flow of potentially negative information concerning the College and inform the Superintendent/President in a timely manner.

Meet and confer with College employees, the Foundation for SBCC, students and the public to obtain and determine information appropriate for publication and promotion; collaborate with College employees in the development and implementation of promotional and public relations goals, objectives, strategies, time lines and priorities; attend, photograph and report on College related events and activities.

Monitor and maintain current knowledge of governmental legislature and activities affecting College operations and activities; assure proper implementation of new legislation; assist in ensuring College operations and activities comply with new and existing legislation and legal requirements.

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Provide consultation to media organizations, outside agencies and the public concerning College operations and activities; respond to and investigate inquiries, resolve issues and discrepancies, and provide detailed information concerning related functions, events, schedules, goals, objectives, practices, standards, requirements, policies and procedures; prepare and deliver oral presentations.

Advise College employees concerning media relations, publicity opportunities and related strategies and legal requirements; provide assistance in dealing with positive, negative and crisis situations.

Compile and assemble a variety of information concerning events, students, employees, awards, jobs and meetings for public relations materials; review local, state and national publications and collect articles and information concerning the College for the Superintendent/President and others.

Participate in the preparation and development of the annual preliminary budget for public relations functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Prepare and maintain a variety of records, reports and files related to articles, press releases, research materials, newsletters, photographs, events, schedules, calendars, programs and assigned activities.

Operate a variety of office equipment including a computer and assigned software; serve as campus photographer and utilize a variety of cameras.

Assure proper publication of newsletters and event information on the College website; maintain Trustee walls and display current events student/instructor achievements.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Practices, methods and procedures involved in developing, implementing and conducting public relations, strategic communications, marketing and awareness activities.
Practices and procedures involved in the preparation and dissemination of news releases.
Public relations practices, procedures, techniques and terminology.
Policies, goals and objectives of College operations, programs and activities.
Principles, practices and techniques involved in the research, organization, composition and design of news releases, newsletters and informational materials.
Methods of collecting and organizing data and information.
Oral and written communication skills.
Budget preparation and control.
Interpersonal skills using tact, patience and courtesy.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of a computer, desktop publishing equipment, cameras, and relevant software.
Record-keeping and report preparation techniques.
Public speaking techniques.

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ABILITY TO:
Develop, implement and conduct public relations, strategic communications, marketing and awareness activities to enhance community understanding of College objectives, services and activities.
Compose, develop and prepare for the dissemination of speeches, correspondence, talking points, announcements, and other oral and written communications for the Superintendent/President.
Research, organize, compose and design press releases, newsletters and informational materials for distribution to the local news media and publication in the community.
Meet and confer with College personnel, the Foundation for SBCC, students and the public to obtain and determine information for publication and promotion.
Serve as a liaison and coordinate communications and information between the Superintendent/President, College personnel, students, print and broadcast media and the public.
Monitor legislature and activities affecting College operations and activities.
Learn and understand College organization, operations, policies and objectives.
Prepare and deliver oral and written presentations.
Operate a computer, cameras, and assigned software.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Maintain records and prepare reports.
Plan and organize work.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: bachelor’s degree in communications, public relations, journalism or related field and four years increasingly responsible public relations or journalism experience. Experience in a higher education environment preferred.

LICENSES AND OTHER REQUIREMENTS:
Valid California driver’s license.

WORKING CONDITIONS:
ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information and make presentations,
Sitting for extended periods of time.
Seeing to read a variety of materials.

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CLASS TITLE: SENIOR DIRECTOR- FACILITIES, PLANNING & CAMPUS DEVELOPMENT

BASIC FUNCTION:

Under the direction of the Vice President-Business Services, plan, organize, control and direct planning, operations and activities involved in the major maintenance, planning and construction of College District buildings, facilities, grounds and equipment; coordinate and perform a variety of specialized duties involved in the preparation, distribution and review of related planning, construction, fiscal, contractual and purchasing documents and correspondence; prepare, develop and maintain long-range plans for the College District; coordinate and direct communications, personnel, projects and resources to meet College District needs; oversee departmental activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct operations and activities involved in the major maintenance, planning and construction of College District buildings, facilities, grounds and equipment; establish and maintain departmental and project time lines and priorities; assure related activities comply with established laws, codes, rules, regulations, ordinances, policies and procedures.

Plan, organize and direct planning, accounting, scheduling and implementation functions in support of College District planning and construction; establish and maintain accounting procedures and internal controls for projects.

Coordinate and direct projects involved in the preparation, distribution and review of related planning, construction, fiscal, contractual and purchasing documents and correspondence; draft, develop and maintain project specifications, requests for proposals, bid documents, professional service agreements and construction contracts; coordinate projects with architects, engineers, contractors and consultants.

Provide technical information and assistance to the Vice President of Business Services regarding major maintenance, planning and construction activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Coordinate and direct communications, personnel, projects and resources to meet College District needs and oversee departmental activities.

Prepare, develop and maintain District-wide five-year capital outlay plan, five-year scheduled maintenance plan, space inventory and other long-range development plans; coordinate and oversee budget development, scheduling and quality control for assigned projects.
Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and schedules, and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Estimate time, personnel, contract, material and equipment requirements for projects; calculate and prepare cost estimates; monitor progress of projects and modify activities to meet established objectives, budgetary limitations and time lines as appropriate; monitor, analyse and adjust projects in response to issues related to fiscal performance; assist in bidding functions as requested.

Serve as a liaison between administrators, personnel, contractors, vendors, outside organizations and governmental agencies concerning the development, design, planning, scheduling, accounting and implementation functions related to assigned projects; respond to inquiries and provide technical information concerning related specifications, time lines, documents, standards and requirements.

Monitor projects for progress, assess contractor performance and provide technical assistance to administrators, outside agencies and others concerning related budgets, contracts, needs and issues; monitor projects for accuracy, completeness and compliance with established contracts and specifications; assure proper and timely resolution of related issues, conflicts and discrepancies.

Coordinate and assist with Division of State Architect inspection of projects and contractors for compliance with specifications and requirements.

Research, assemble, compile and analyze a variety of technical information related to planning, construction, major maintenance and renovation projects and related functions; submit and file required documents with local agencies as needed. Participate in the development and preparation of budgets for long-range plans and construction, major maintenance and renovation projects; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Direct and evaluate construction, maintenance and renovation activities for financial effectiveness and operational efficiency; participate in the development and implementation of practices, policies and procedures to enhance financial effectiveness and operational efficiency.

Prepare and maintain a variety of financial, statistical and narrative records, reports and files related to projects, plans, specifications, inspections, funding, financial activity, budgets and assigned duties.

Communicate with personnel, administrators, contractors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Coordinate, oversee and participate in a variety of activities involved in enhancing campus accessibility and removing architectural barriers.

Attend and participate in a variety of meetings as assigned; prepare and deliver presentations related to construction, maintenance and repair activities; attend various seminars; present information or provide training on concepts pertaining to campus sustainability, planning, design, construction or

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maintenance to the Board or campus community as needed or required.

Coordinate, organize and lay out major maintenance, installation and construction tasks; interpret plans, diagrams, blue prints, sketches and specifications.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of operations and activities involved in the major maintenance, planning and construction of College District buildings, facilities, grounds and equipment.
Principles, practices, procedures, techniques and terminology involved in the preparation, development and maintenance of long-range construction plans.
General accounting functions, principles, practices and procedures related to the planning, development and implementation of construction projects.
College District facilities design, construction and maintenance methodologies, funding mechanisms and legal requirements.
Construction practices and procedures of cost estimating, project scheduling and project management.
General practices and procedures involved in contract and purchasing negotiation and administration.
Proper methods, techniques, materials, tools and equipment used in modern planning, project design and construction work.
Preparation of cost estimates and planning, construction, fiscal, contractual and purchasing documents for major construction projects.
Applicable local, State and federal laws, codes, ordinances, regulations, policies and safety precautions.
Terminology, concepts, methods and procedures involved in the management of planning functions.
Budget preparation and control.
Health and safety regulations and procedures.
Operation of a computer and assigned software.
Policies and objectives of assigned programs and activities.
Principles and practices of administration, supervision and training.
Record-keeping and report preparation techniques.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Plan, organize, control and direct planning, accounting, scheduling and implementation functions in support of College District design, construction, major maintenance and renovation projects.
Coordinate and direct communications, personnel, projects and resources to meet College District

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needs and assure smooth and efficient departmental activities.
Coordinate and perform a variety of specialized duties involved in the preparation, distribution and review of related planning, construction, fiscal, contractual and purchasing documents.
Prepare, develop and maintain long-range plans for the College District.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Draft, develop and maintain project specifications, requests for proposals, bid documents, professional service agreements and construction contracts.
Estimate time, personnel, contract, material, equipment and related cost requirements for projects.
Participate in planning, development, scheduling, design and implementation of construction and renovation projects.
Supervise and evaluate the performance of assigned personnel.
Monitor projects for accuracy, completeness and compliance with established standards, requirements and procedures.
Estimate and assure adequate personnel, material and equipment levels needed for projects.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Direct the preparation and maintenance of a variety of reports, records and files related to assigned activities.
Monitor, analyze and adjust projects in response to issues related to fiscal performance.
Prepare and maintain comprehensive narrative and statistical records and reports.

EDUCATION AND PAID EXPERIENCE:

Any combination equivalent to: bachelor's degree in architecture, construction management, business administration or related field and five years increasingly responsible paid experience in the architecture, construction, maintenance and repair of building and facilities including two years in a supervisory capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information.

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Dexterity of hands and fingers to operate a computer keyboard.
Seeing to inspect projects and read a variety of materials.
Sitting for extended periods of time.
Walking to inspect projects.
CLASS TITLE: SENIOR DIRECTOR-INSTITUTIONAL ASSESSMENT, RESEARCH & PLANNING

BASIC FUNCTION:

Under the direction of the Superintendent/President, plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety of data and information used in assessing institutional effectiveness, assisting with College planning, accreditation, decision-making, program reviews, student learning outcomes, and determining implications of College practices, policies, measures and procedures; develop and implement related projects, studies, surveys, support and reporting systems and procedures; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety of data and information used in assessing institutional effectiveness, assisting with College planning, accreditation, decision-making, program reviews, student learning outcomes, and determining implications of College practices, policies, measures and procedures.

Coordinate, develop, implement and conduct projects, surveys and studies in support of institutional assessment, planning, research, program reviews, student learning outcomes and decision-making; establish and maintain related time lines and priorities; assist administrators and other College personnel with assuring smooth and efficient progress of planning activities; resolve related issues, conflicts and discrepancies in a proper and timely manner.

Provide consultation to administrators, personnel, committees and others concerning institutional planning, effectiveness, accreditation, student learning outcomes and decision-making; respond to inquiries, resolve issues and conflicts, and provide detailed and technical information concerning related data, research, projects, reports, studies, systems, practices, measures, programs, policies and procedures.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Coordinate, develop and maintain decision-making support and reporting systems and procedures according to College needs, goals and objectives; determine scope of systems and develop related specifications, designs and tools; develop measures for decision-making; provide training and assistance to administrators and personnel concerning the utilization of systems and measures.

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Serve on the College Planning Council; collaborate with Council members and others in reviewing, interpreting and determining implications of various College practices and measures of institutional effectiveness; coordinate and participate in the development and analysis of related data.

Collaborate with others in determining educational and financial effectiveness, and operational efficiency of various College departments, programs and services; provide technical assistance and recommendations in the planning and development of practices, policies, measures and procedures to enhance educational and financial effectiveness, and operational efficiency.

Prepare a variety of mandated and requested College, State and federal reports related to the Integrated Post-secondary Educational Data Systems (IPEDS), decision support, accreditation, apportionment, course demand, productivity, financial activity, students, institutional effectiveness, demographics, programs, enrollment, practices, procedures and assigned activities.

Prepare and evaluate College plans according to established time lines; coordinate, develop and maintain planning materials, goals and objectives; research, interpret, analyze and explain student data and information to assist administrators with assuring College plans, facilities and infrastructure meet student enrollment needs and projections; update the College Plan as directed.

Monitor and keep administrators current concerning demographic and community information and adequacy and effectiveness of College services; develop, maintain and assure integrity of student, staff and program databases for use in reports, planning and decision-making; assure mandated data and reports are completed and submitted according to established time lines and requirements.

Serve as the Accreditation Liaison Officer for the College; prepare required annual accreditation reports; direct studies in preparation for accreditation reviews; coordinate and arrange accreditation visits.

Develop and prepare the annual preliminary budget for institutional assessment, research and analysis; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Superintendent/President regarding institutional assessment, research and planning activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Maintain current knowledge of laws, codes, ordinances, regulations and pending legislation related to institutional assessment, research, planning and accreditation; modify projects, studies, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Communicate with personnel, administrators and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a computer and a variety of specialized systems and software; participate in developing, selecting and upgrading computer systems as directed; drive a vehicle to conduct work.

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Attend, conduct and participate in various meetings and committees; prepare and deliver oral presentations.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of institutional assessment, research and planning.
Organization, policies and objectives of projects, surveys and studies used in assessing institutional effectiveness, assisting with College planning, accreditation, program reviews, student learning outcomes, and decision-making, and determining implications of College practices, policies, measures and procedures.
Advanced principles, practices, procedures, theories, models and techniques involved in the research, collection, analysis, interpretation and reporting of statistical data.
Enterprise resource planning (ERP) systems; business intelligence methods, tools and techniques; data warehouse structures and techniques; data collection information systems and statistical software.
Computerized and manual data collection, management, manipulation and distribution requirements for analysis and reporting functions.
Practices, procedures and techniques involved in the design, development and implementation of projects, surveys and studies in institutional assessment, planning, research and decision-making.
Principles, methods and procedures of operating computers and peripheral equipment.
Applicable laws, codes, regulations, policies and procedures.
Survey, study and statistical analysis instruments, techniques and methodology.
College organization, operations, policies and objectives.
Principles and practices of administration, supervision and training.
Budget preparation and control.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Plan, organize, control and direct operations and activities involved in the research, review, analysis, interpretation and reporting of a variety data and information used in assessing institutional effectiveness, assisting with College planning, accreditation, program reviews, student learning outcomes, and decision-making, and determining implications of College practices, policies, measures and procedures.
Coordinate, develop, implement and conduct projects, surveys and studies in support of institutional assessment, planning, research and decision-making.
Supervise and evaluate the performance of assigned personnel.
Coordinate, develop and maintain decision-making support and reporting systems and procedures.
Collaborate with others in determining educational and financial effectiveness, and operational efficiency of various College departments, programs and services.
Prepare a variety of mandated and requested College, State and federal reports.
Communicate effectively both orally and in writing.

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Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: master’s degree in education, mathematics, social sciences or related field and six years increasingly responsible experience involving statistical research, review, analysis, interpretation and reporting including work with institutional assessment, research and planning functions.

Strongly desired experience with a combination of the following: Banner ERP Student Information System, Oracle, Oracle PL/SQL programming, Microsoft SQL programming, Argos, Microsoft SQL Server Reporting Services.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Office environment.
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and view a computer monitor.
Hearing and speaking to exchange information.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file and retrieve materials.
Reaching overhead, above the shoulders and horizontally.

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SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR DIRECTOR – INTERNATIONAL STUDENT SERVICES

BASIC FUNCTION:

Under the direction of a Dean, plan, organize, control and direct International Students and Services Program (ISSP), Study Abroad programs, operations and activities; coordinate and direct faculty, communications, curriculum, personnel, resources and contracts to meet student needs and assure smooth and efficient program activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Study Abroad

Plan, organize, control and direct Study Abroad programs, operations and activities; establish and maintain Study Abroad time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Recruit, train, supervise and evaluate faculty for study abroad programs. Training to include how to respond to crisis, understanding service provider contracts, health issues, standards of student conduct, contractor compliance, and communication between faculty abroad and Study Abroad staff, accounting functions, standards, guidelines, requirements, practices, procedures and techniques; prepare and distribute training materials. Conduct program and instructor evaluations.

Plan, coordinate and direct emergency and crisis management functions for Study Abroad programs; develop and implement emergency procedures; establish and maintain campus and off-campus emergency contacts; participate in coordinating response to emergency situations.

Serve as resource and committee member for the International Education Committee.

Review and evaluate universities, foreign schools and other service providers and contractors; prepare, develop and distribute Requests for Proposals; review and analyze proposals for cost effectiveness; direct the selection of service providers and contractors according to price effectiveness and service quality; monitor and assess contractor effectiveness.

Implement service provider contracts and serve as contract arbitrator when conflicts arise with service provider.

Develop and implement Study Abroad programs at various locations; research and assess new or existing satellite locations for program services including host universities and foreign schools; evaluate costs, curriculum, safety issues, offerings and other factors to determine feasibility of program implementation; recruit and recommend faculty for program administration and instruction at satellite locations.

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Develop and implement marketing, recruitment and outreach activities to facilitate and enhance knowledge of and participation in Study Abroad programs by schools, universities, students, outside agencies and the public; oversee and participate in the preparation and distribution of marketing materials including all program brochures; SBCC website and statewide consortium advertising.

Provide consultation to students, faculty, staff, schools, universities, outside agencies and others concerning Study Abroad programs; respond to inquiries and provide detailed and technical information concerning related services, costs, standards, requirements, timelines, goals, objectives, practices, policies and procedures. Provide information as appropriate to parents of study abroad participants.

Conduct student and faculty orientations for all Study Abroad programs prior to departure that includes standards of conduct, health, cultural adjustment and related topics. Coordinate general orientation with faculty program directors who give program specific orientations.

Prepare and supervise the collection of legal documents from all study abroad participants including applications, Terms and Conditions, Student Conduct. Prepare and supervise the collection of all health forms that are required of study abroad participants. Interface with medical professionals and obtain medical releases as appropriate.

Direct the Tri-Counties Study Abroad Consortium with those colleges’ administrative staff regarding program policies. Arrange meeting on those college campuses to advertise SBCC programs.

Coordinate and direct communications, curriculum, personnel, resources and contracts to meet student needs and assure smooth and efficient program activities; oversee the development and implementation of Study Abroad programs, services, strategies, projects, goals and objectives.

Provide instruction to students enrolled in Study Abroad courses; teach various courses to enhance student skills and knowledge; develop, implement and present lesson plans according to established curriculum standards and requirements; monitor, analyze and adjust instructional activities in response to student needs.

Supervise and evaluate the performance of assigned personnel including academic personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Serve as a liaison and coordinate Study Abroad, International Students and Services Program, and communications between students, staff, administrators, faculty, departments, programs, educational institutions, service providers, outside agencies, governmental organizations and the public; assure proper and timely resolution of student, staff and administrative issues and conflicts.

Monitor and evaluate International Students and Services Program and Study Abroad programs and activities for educational effectiveness and operational efficiency; participate in the development and implementation of standards, programs, policies and procedures to enhance the educational

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effectiveness and operational efficiency of International Student Services Program and Study Abroad programs and activities.

**International Students & Services Program**
Provide consultation to students, faculty, staff, schools, universities, outside agencies and others concerning International Students and Services Program. Conduct student and faculty orientations for international students; respond to inquiries and provide detailed and technical information concerning related services, standards, requirements, time lines, goals, objectives, practices, policies and procedures.

Implement all governmental regulations (SEVIS) related to international student recruitment, retention and program completion. Maintain current information regarding Department of Homeland Security; train and monitor staff in Department of Homeland Security rules and regulations. Serve as liaison with the Federal Bureau of Investigation and the Department of Homeland Security involving program audits and individual student inquiries. Become certified by the Department of Homeland Security and ensure that all required staff maintain their certification.

Serve as liaison with other College departments as they affect international students including faculty, admissions, and health services.

Arrange for and provide mandatory health insurance for all international students including contracts with health insurance providers, collection policies and procedures.

Develop and implement marketing plan to include web, print and partnership marketing agreements. Develop and monitor marketing partner agreements including maintenance of student database by partner to ensure payments of shared marketing costs with partner agencies.

Develop and train partner agencies in College policies, procedures and programs. Maintain communication with partner agencies and ensure timely collection of student fees.

Develop curriculum and teach courses designed for international student success. Evaluate curriculum, modify to meet student needs and evaluate student achievement.

Develop and manage the annual budget for International Students and Services Program; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Direct and participate in the preparation and maintenance of various narrative and statistical records and reports related to programs, services, institutional performance, budgets and assigned activities.

Provide technical information and assistance to the Dean regarding program services, activities, needs and issues; assist in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

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Participate in various International Student Services Program accounting functions; monitor and follow-up on outgoing payments; supervise and process the collection of student payments.

Participate in international recruitment fairs abroad and coordinate international recruitment with marketing partner agencies.

Attend and conduct various meetings as assigned; attend and participate in various conferences, special events and board meetings.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of International Student Services Program, Study Abroad operations and activities including the development and implementation of programs at satellite locations.
Host universities, foreign schools and other resources and locations for Study Abroad programs.
Curriculum standards, requirements, interpretation and application in course approval and instruction College, State and federal standards and requirements governing International Student Services Program and Study Abroad programs.
International student recruitment agencies policies and procedures.
Instructional techniques and strategies related to study abroad and international student success programs.
Practices, procedures and techniques involved in the development of contracts and partnerships with educational institutions and commercial service providers.
Title V regulations and applicable sections of the California Education Code.
Department of Homeland Security regulations for international students and visitors.
Principles and practices of administration, supervision and training.
Policies and objectives of assigned programs and activities.
Budget preparation and control.
Oral and written communication skills.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public relations and marketing practices, procedures and techniques.

ABILITY TO:
Plan, organize, control and direct International Student Services Program/Study Abroad programs, operations and activities.
Participate in the development, and provide instruction to students enrolled in related courses.
Coordinate and direct communications, curriculum, personnel, resources and contracts to meet

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student needs and assure smooth and efficient program activities.
Supervise and evaluate the performance of assigned personnel.
Develop and implement Study Abroad programs at various locations.
Prepare and deliver lectures, oral presentations and classroom demonstrations.
Research and assess host universities and foreign schools to determine feasibility of Study Abroad program implementation.
Select service providers and contractors according to price effectiveness and service quality.
Develop and implement ISSP and Study Abroad instructional activities and curriculum standards.
Communicate effectively both orally and in writing.
Interpret, apply and explain laws, codes, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree and three years increasingly responsible educational experience working Study Abroad, International Student Services Program or related programs including work with classroom instruction. Experience with extensive traveling or living abroad.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.
U.S. Citizenship.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor work environment.
Driving a vehicle to conduct work.
Ability to travel abroad

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Hearing and speaking to exchange information and make presentations.

October 2013
Ewing Consulting, Inc.
CLASS TITLE: STUDENT FINANCE MANAGER

BASIC FUNCTION:

Under the direction of the Controller, plan, organize and direct the accounting operations and activities of the Auxiliary Accounts office and related cashiering, accounts receivable, accounts payable, collections and financial record-keeping functions; coordinate, direct and participate in the review, evaluation, maintenance and adjustment of related funds, budgets and accounts; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize and direct the accounting operations and activities of the Auxiliary Accounts office and related cashiering, accounts receivable, accounts payable, collections and financial record-keeping functions; assure related fiscal activities comply with established laws, codes, regulations, policies and procedures; set up and maintain detail codes for Accounts Receivables and financial aid.

Maintain Financial Aid Exemption codes, including troubleshooting fee assessment for BOGW students; manage and maintain fee assessment rules.

Coordinate, direct and participate in the review, evaluation, maintenance and adjustment of related funds, budgets and accounts; organize and direct the calculation, posting, auditing and adjustment of related journal entries; assure proper and timely resolution of related employee, student and departmental issues, conflicts and discrepancies; establish and authorize new trust accounts.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; assign employee duties and review work to assure compliance with established standards, requirements and procedures.

Interact, maintain and coordinate data and files with third-party billing, including employers, the Veteran’s Office and Department of Veteran’s Affairs Office to reconcile students accounts; post payments, return overpayments to the Veteran’s Administration and federal grants.

Set up and maintain employees on All Time Treasury according to established procedures; provide access and set up responsibilities and limitations; schedule and administer wires and transfers at bank.

Manage the collection, deposit and recording of incoming monies for Trust, Financial Aid, cosmetology, Children’s Center and other Auxiliary accounts; direct and participate in following up on delinquent student accounts, outstanding student loans and non-sufficient fund checks; manage functions related to the collection and processing of parking citation and permit fees.

October 2013
Ewing Consulting, Inc.
Plan organize and direct record-keeping, reporting and related auditing functions to assure accurate and timely accounting and reporting of Auxiliary funds and accounts; set up and maintain codes for FOAPAL; review and analyze financial statements, records and reports to assure accuracy, completeness and compliance with established guidelines, procedures and Generally Accepted Accounting Principles.

Coordinate and direct the monitoring and reconciliation of Auxiliary accounts, funds and budgets; assure accurate accounting of funds including income and expenditures; audit accounts for errors and make appropriate adjustments; reconcile banking and various other fiscal statements to assure accurate fund accounting for Trust, Financial Aid and other Office accounts.

Organize, direct and participate in the processing of accounts payable for the Auxiliary Accounts Office; audit invoices, payments and related paperwork for accuracy; manage the preparation and distribution of student checks; review, evaluate and authorize Auxiliary expenditures.

Direct and participate in the preparation and maintenance of a variety of financial and statistical records, reports and statements related to Auxiliary accounts, funds, budgets, revenue, expenditures, reconciliations, student finance and assigned activities; compare financial aid information with State records and reports; identify and resolve discrepancies.

Provide consultation to administrators, personnel, outside agencies and others concerning the fiscal operations of the Auxiliary Accounts Office and related functions; respond to inquiries and provide detailed and technical information concerning related accounts, funds, deposits, reconciliations, fees, fines, income, expenditures, records, standards, laws, codes, regulations, policies and procedures.

Participate in the development and preparation of the annual budget for assigned programs and functions; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Provide technical information and assistance to the Assistant Controller concerning accounting activities, needs and issues; assist in the formulation and development of policies, procedures and programs; develop and implement internal controls for money collection and other office functions.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Coordinate the year-end closing of Student Trust, Financial Aid and other designated auxiliary accounts; reconcile and post beginning account balances.

Attend and conduct a variety of meetings as assigned.

Assist outside auditors in conducting fiscal audits as directed; respond to State requests for financial information and documents.

October 2013
Ewing Consulting, Inc.
OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Management of the accounting operations and activities of the Auxiliary Accounts office and related cashing, accounts receivable, accounts payable, collections and financial record-keeping functions. Practices, procedures and techniques involved in the processing of accounts receivable and the collection of outstanding debt.
Accounting and fiscal systems, policies, procedures and practices.
Generally Accepted Accounting Principles.
Preparation, analysis, review and control of assigned accounts.
Policies and objectives of assigned programs and activities.
Financial and statistical record-keeping techniques.
General accounting and business functions of a College District.
Applicable laws, codes, regulations, policies and procedures.
Preparation of financial statements and comprehensive accounting reports.
Budget preparation and control.
Principles and practices of administration, supervision and training.
Operation of a variety of office equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Plan, organize and direct the accounting operations and activities of the Auxiliary Accounts office and related cashing, accounts receivable, accounts payable, collections and financial record-keeping functions.
Coordinate, direct and participate in the review, evaluation, maintenance and adjustment of related funds, budgets and accounts.
Supervise and evaluate the performance of assigned personnel.
Manage the collection, deposit and recording of incoming monies for Auxiliary accounts.
Reconcile, balance and audit assigned accounts and funds.
Assure accurate accounting of funds including income and expenditures.
Provide consultation concerning accounting operations and related functions.
Assure proper and timely resolution of accounting issues, errors and discrepancies.
Interpret, apply and explain rules, regulations, policies and procedures.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.

October 2013
Ewing Consulting, Inc.
Student Finance Manager - Continued

Maintain accurate financial and statistical records and prepare comprehensive accounting reports. Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in accounting or related field and four years increasingly responsible accounting experience including work with accounts receivable functions.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: THEATRE OPERATIONS SUPERVISOR

BASIC FUNCTION:
Under the direction of a Dean, plan, organize, coordinate and implement the fiscal and marketing operations of the Theatre Group and Theatre Arts Department including accounts payable, accounts receivable, ticket sales, customer relations and budgeting; coordinate communications, information, personnel and schedules to meet Theatre needs and assure smooth and efficient activities; train and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, coordinate and implement the fiscal and marketing operations of the Theatre Group and Theatre Arts Department including accounts payable, accounts receivable, ticket sales, customer relations and budgeting; establish and maintain fiscal time lines and priorities; assure related activities comply with established laws, codes, regulations, policies and procedures.

Coordinate communications, information, personnel and schedules to meet Theatre needs and assure smooth and efficient activities; assure proper and timely resolution of Theatre issues, conflicts and discrepancies related to assigned functions and activities; maintain Theatre calendars and arrange bookings for related events; determine technical needs and cost for outside groups.

Train and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; develop staff schedules, assign employee duties and review work to assure accuracy, completeness and compliance with established standards, requirements and procedures.

Organize and direct marketing functions for Theatre Group productions; supervise and participate in the preparation and distribution of press releases, public service announcements, calendar listings, flyers, posters, programs, advertisements and other related informational materials; confer with newspaper and media representatives concerning reviewers, interviews and media coverage.

Supervise and participate in the monitoring, evaluation and reconciliation of Theatre and Box Office accounts and budgets; assure accurate accounting of funds including income and expenditures; audit accounts for errors and make appropriate adjustments; oversee the reconciliation of receipts and various fiscal statements to assure accurate fund accounting.

Direct and participate in Box Office ticket sales and cashiering functions; oversee and participate in the set up and operation of the computerized ticketing system and cash register; set up shows in system; supervise the counting of money and issuing of change and receipts; coordinate the preparation and balancing cash registers; develop, program, implement and supervise the season ticket sales program and group sales functions.

October 2013
Ewing Consulting, Inc.
Oversee and participate in the preparation and maintenance of a variety of narrative, statistical and financial records and reports related to accounts, budgets, income, expenditures, ticket sales, payroll, cash flow, shows, unions, mailing lists, personnel and assigned activities.

Coordinate public relations functions to meet the needs of customers; identify and resolve accessibility issues; prepare and set-up the live captioning sign for shows; resolve customer service issues and problems.

Oversee and participate in the preparation and distribution of financial documents and correspondence for the Theatre and Box Office such as fiscal statements, billings and contracts as directed; process payroll to assure Theatre employees and contractors are paid in an accurate and timely manner.

Supervise and participate in the processing of accounts payable and accounts receivable; assure proper reconciliation of cash accounts; coordinate the collection of revenue and disbursement of payments; review and assure accuracy of deposits and reconciliations.

Assist in the development and preparation of the annual preliminary budget for the Theatre Group and Theatre Arts Department; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; initiate account transfers as needed.

Communicate with College personnel, various outside agencies and the public to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software.

Monitor inventory levels of Theatre and Box Office supplies; order, receive and maintain adequate inventory levels of supplies; prepare and process purchase orders and requisitions.

Participate in a variety of other assigned activities such as assisting in the selection of season plays and development of season schedules, coordinating the distribution of production royalties, responding to requests for ticket donations, arranging concessions and updating Theatre websites.

Coordinate activities to assure Theatre facilities are maintained in a neat, safe, clean and secure condition; schedule and arrange for security, maintenance and cleaning as needed.

Attend and conduct a variety of meetings as assigned.

OTHER DUTIES:
Perform related duties as assigned.

October 2013
Ewing Consulting, Inc.
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization, coordination and implementation of the fiscal and marketing operations of the Theatre Group and Theatre Arts Department including accounts payable, accounts receivable, ticket sales, customer relations and budgeting.
General practices, procedures and techniques involved in theatre box office, customer relations and marketing functions.
Preparation, review and control of assigned accounts.
Policies and objectives of assigned programs and activities.
Financial and statistical record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Preparation of financial statements and comprehensive accounting reports.
Basic budget preparation and control.
Principles and practices of supervision and training.
Operation of a variety of office equipment including a computer and assigned software.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Basic public relations techniques.

ABILITY TO:
Plan, organize, coordinate and implement the fiscal and marketing operations of the Theatre Group and Theatre Arts Department including accounts payable, accounts receivable, ticket sales, customer relations and budgeting.
Coordinate communications, information, personnel and schedules to meet Theatre needs and assure smooth and efficient activities.
Train and evaluate the performance of assigned personnel.
Interpret, apply and explain applicable laws, codes, regulations, policies and procedures.
Monitor, evaluate and reconcile Theatre and Box Office accounts and budgets.
Prepare and distribute press releases, public service announcements, calendar listings, flyers, posters, programs, advertisements and other marketing materials.
Assure accurate accounting of funds including income and expenditures.
Coordinate the collection of revenue and disbursement of payments.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Oversee and participate in the preparation and maintenance of a variety of narrative, statistical and financial records and reports.
EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate’s degree with course work in accounting, business or related field and three years increasingly responsible experience working with fiscal, marketing or related functions in a theatre or similar environment.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
CLASS TITLE: VICE PRESIDENT- BUSINESS SERVICES

BASIC FUNCTION:

Under the direction of the President, plan, organize, control and direct College District-wide Business Services operations and activities including accounting, auxiliary accounts, payroll, Administrative Services, purchasing, security, food services, custodial, facilities construction, maintenance and repair functions; coordinate and direct personnel, resources, communications and information to meet College District needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Provide technical information and assistance to the President regarding Business Services activities, needs and issues, litigation and risk management cases, bargaining unit negotiations, personnel and benefits; collaborate with the President and other Vice Presidents and administrators in the development and implementation of plans, strategies, goals and objectives for the College District; assist in the formulation and development of College policies, procedures and programs.

Plan, organize, control and direct Business Services operations and activities including accounting, auxiliary accounts, payroll, Administrative Services, purchasing, security and emergency preparedness, custodial, capital construction projects, facilities construction, maintenance and repair functions; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, internal controls, laws, codes, regulations, ordinances, policies and procedures.

Provide consultation, technical expertise and participate in negotiations with all bargaining units.

Provide technical direction in the development and preparation of the general College and other District-wide budgets; provide technical assistance concerning resource allocation, fund disbursement and long-term financial requirements; assure fiscal solvency; prepare, develop and analyze projections in areas such as the tentative and adopted budget, Long Range Development Plan, revenue and expenditures, traffic demand and housing requirements.

Plan, organize, control and direct College accounting operations and activities including the review, evaluation, maintenance and adjustment of funds, budgets and accounts; direct financial record-keeping, reporting and auditing functions to assure accurate and timely accounting and reporting of accounts, funds and budgets.

Assure operations meet compliance regulations and deadlines with outside agencies, including the Chancellor’s Office, Santa Barbara County Office of Education, California Department of Education and others.

October 2013
Ewing Consulting, Inc.
Provide consultation and technical expertise to administrators, personnel, outside agencies and others concerning Business Services operations; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related laws, codes, standards, requirements, plans, services, accounts, budgets, goals, objectives, rules, regulations, policies and procedures.

Attend and conduct a variety of meetings and committees as assigned; prepare and distribute Board agenda and committee items as needed; collaborate with other administrators in directing the collective bargaining process; attend conferences, such as ACCCA and ACBO.

Coordinate and direct personnel, resources, communications and information to meet College District needs and assure smooth and efficient activities; direct the development and implementation of Business Services plans, projects, programs, services, systems, strategies, goals and objectives; assure smooth and efficient delivery of District support services, and proper and timely resolution of related issues, conflicts and discrepancies.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Monitor and analyze Business Services operations, activities and fiscal functions for financial effectiveness and operational efficiency; direct the planning, development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Business Services operations, activities and fiscal functions.

Prepare, review, approve and direct the distribution of various fiscal and legal forms and documents such as contracts, agreements, applications for external funding, tax sheltered annuity documentation and reimbursement paperwork for State and federal funds.

Assure ongoing readiness for all aspects of the emergency/disaster preparedness and response and oversee the development of the emergency preparedness procedures for the campus; oversee the design, plan, readiness and response training for safety marshals, drills and exercises; interface with local police, fire and disaster agencies and other organizations responsible for emergency planning and response; coordinate planning, development and implement strategic initiatives that strengthen the campus’ ability to respond and recover from an emergency.

Oversee the planning and development and maintain a comprehensive all-hazards emergency operations plan including hazard-specific appendices and functional annexes for both natural and human-caused identifies campus hazards.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns; coordinate and direct community services and relations with designated public agencies as directed.
Direct the preparation and maintenance of a variety of narrative, financial and statistical records, files and reports related to Business Services programs, projects, budgets, services, financial activity, personnel and assigned duties.

Develop and prepare the annual preliminary budget for Business Services; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Plan, organize, control and direct District-wide risk management operations and activities including insurance, general liability, loss prevention and Workers’ Compensation functions; coordinate and direct campus security and safety functions to assure the well-being of students, staff and visitors.

Administer payroll processing functions to assure employees are paid in an accurate and timely manner; direct activities to assure eligible employees receive available insurance, vacation and sick leave and other benefits provided by the College District.

Coordinate and direct College-wide operations and activities involved in the inspection, cleaning, maintenance and repair of buildings, facilities, and equipment; identify construction needs and direct the planning, development, scheduling, design and implementation of construction and renovation projects to meet the educational and operational needs of the College; administer transportation and parking functions to meet student, staff and public needs.

Assure adequate resources to meet College needs; direct operations and activities involved in the purchasing of College supplies, services and equipment; direct related bidding and contract administration functions; assure cost-effectiveness and quality of services and products; administer inventory control functions for College-wide properties.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work; administer the operation of high-speed digital reprographic and peripheral equipment involved in the production and duplication of printed materials to meet College District needs.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of College District-wide Business Services operations and activities including accounting, auxiliary accounts, payroll, Administrative Services, purchasing, security, custodial, facilities construction, maintenance and repair functions.
Accounting, budget and business functions of an college district.
Emergency preparedness and response training regulations, protocols, procedures and laws.
General methods, practices, procedures, materials, tools and equipment used in facility inspection, cleaning, planning, construction, maintenance and repair activities.
Bid specifications, contract preparation, specification requirements and price negotiation procedures.
Laws related to Worker’s Compensation, insurance coverage, employer liability and public liability.

October 2013
Ewing Consulting, Inc.
Risk management, exposure identification and loss control principles, strategies and techniques.
Generally accepted accounting and auditing principles, practices and procedures.
Building construction practices and laws governing the construction and renovation of public buildings.
Safety, risk management, asset protection and loss control principles, strategies and techniques.
General principles, methods, practices and procedures of purchasing and contract administration.
Applicable local, State and federal laws, codes, ordinances, regulations, policies and procedures.
College District organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Principles and practices of administration, supervision and training.
Advanced theory and application of budgetary planning and control in a college system.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Public relations techniques.

ABILITY TO:
Plan, organize, control and direct College District-wide Business Services operations and activities
including accounting, auxiliary accounts, payroll, Administrative Services, food services, purchasing,
security, custodial, facilities construction, maintenance and repair functions.
Coordinate and direct personnel, resources, communications and information to meet College District
needs and assure smooth and efficient activities.
Assure on-going readiness for all aspects of emergency/ disaster preparedness and response.
Review, analyze, process and determine appropriate response to Worker’s Compensations and
property and liability claims filed against the College District.
Oversee mandated safety programs including injury and illness prevention, exposure control, disaster
preparedness and ergonomics.
Supervise and evaluate the performance of assigned personnel.
Direct the development and implementation of Business Services plans, projects, programs, services,
systems, strategies, goals and objectives.
Identify construction needs and direct the planning, development, scheduling, design and
implementation of construction and renovation projects.
Provide technical direction in the development and preparation of the general College and other
District-wide budgets.
Monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness
and operational efficiency of Business Services operations and activities.
Plan, organize, control and direct College accounting operations and activities including the review,
evaluation, maintenance and adjustment of funds, budgets and accounts.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.

October 2013
Ewing Consulting, Inc.
Direct the preparation and maintenance of a variety of narrative, financial and statistical reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in a business-related field and eight years increasingly responsible fiscal experience including work with facilities construction and maintenance functions and three years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Hearing and speaking to exchange information and make presentations.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
CLASS TITLE: VICE PRESIDENT-HUMAN RESOURCES

BASIC FUNCTION:

Under the direction of the President, plan, organize, control and direct College District-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions for all personnel; coordinate and direct personnel, resources, communications and information to meet College District needs and assure smooth and efficient activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Plan, organize, control and direct College District-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions for all personnel; establish and maintain related time lines and priorities; assure related activities comply with established standards, requirements, laws, codes, regulations, ordinances, policies and procedures.

Coordinate and direct personnel, resources, communications and information to meet College District needs and assure smooth and efficient activities; direct the development and implementation of Human Resources programs, projects, services, systems, strategies, goals and objectives; assure proper and timely resolution of related issues, conflicts and discrepancies.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Provide consultation and technical expertise to administrators, staff, the public and others concerning Human Resources operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning labor relations, recruitment, evaluations, benefits, contracts and related standards, requirements, practices, procedures, guidelines, laws, regulations and policies.

Plan, organize, control and direct the recruitment, interviewing, selection and placement of classified and certificated personnel; monitor recruitment and direct hiring activities to assure compliance with diversity and fairness standards and requirements; coordinate and conduct orientations for administrators; direct and participate in the interviewing, analysis and accepting or rejecting of job applicants.

October 2013
Ewing Consulting, Inc.
Serve as a member of District labor negotiation teams and provide technical direction and assistance in collective bargaining activities for all bargaining units; maintain confidentiality of sensitive and privileged information; develop, maintain and update related contracts and collective bargaining agreements; maintain contact with employee unions.

Investigate, resolve and provide technical recommendations concerning employee disciplinary matters, misconduct, complaints, due process, grievances and other staff relations issues and conflicts; review, analyze and coordinate response to unfair labor practice and regulatory agency complaints; research, compile and assemble related technical information.

Provide technical information and assistance to the President regarding Human Resources activities, needs and issues; collaborate with the President and other Vice Presidents and administrators in the development and implementation of plans, strategies, goals and objectives for the College District; assist in the formulation and development of College policies, procedures and programs.

Monitor and analyze Human Resources operations and activities for financial effectiveness and operational efficiency; direct the planning, development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Human Resources operations and activities.

Direct and participate in the preparation and maintenance of a variety of manual and automated records, reports and files related to employees, benefits, applicants, collective bargaining, policies, plans, diversity, evaluations, classifications, seniority, contracts and assigned activities; develop and maintain employee handbooks, brochures and personnel policies, rules and regulations.

Plan, organize, control and direct employee benefits programs and activities to assure eligible employees receive appropriate insurance, leave and other related compensation; assure benefits are aligned with employee needs and resolve discrepancies as needed.

Develop and prepare the annual preliminary budget for Human Resources operations and activities; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

Maintain current knowledge of laws, codes, regulations and pending legislation related to Human Resources activities; modify programs, functions and procedures to assure compliance with local, State and federal requirements as appropriate.

Direct and participate in classification and salary studies; compile and analyze related information and statistical data; prepare classification specifications and allocation standards; assure proper salary placement of College employees.

Communicate with administrators, personnel, outside organization and the public to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of office equipment including a computer and assigned software; drive a vehicle to conduct work.

October 2013
Ewing Consulting, Inc.
Attend and conduct a variety of meetings as assigned; serve on various boards, committees and councils as directed; prepare and deliver oral presentations concerning Human Resources operations, activities, needs and issues; develop, implement and conduct in-services and retreats.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of District-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions.
Principles, techniques, procedures and terminology involved in the recruitment, selection, processing, orientation and compensation of classified, certificated and short-term employees.
State and federal standards and requirements concerning personnel administration including equal employment opportunity, affirmative action, Title V and the Education Code.
Principles of law applicable to a community college district.
Practices, procedures and policies involved in the investigation of employee disciplinary matters, misconduct, complaints, due process, grievances, unfair labor practice complaints and other staff relations issues and conflicts.
Principles and techniques of labor relations and collective bargaining.
Bargaining unit contracts, contract negotiation, employee benefit packages and salary schedules.
Policies and objectives of assigned programs and activities.
College organization, operations, policies and objectives.
Budget preparation and control.
Oral and written communication skills.
Principles and practices of administration, supervision and training.
Applicable laws, codes, regulations, policies and procedures.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.

ABILITY TO:
Plan, organize, control and direct College District-wide Human Resources operations and activities including recruitment, benefits administration, employee record-keeping, union negotiation, contract administration, policy development, labor relations and staff development functions for classified, certificated, and short-term employees.
Coordinate and direct personnel, resources, communications and information to meet College District needs and assure smooth and efficient activities.
Supervise and evaluate the performance of assigned personnel.
Direct the development and implementation of Human Resources programs, projects, services, systems, strategies, goals and objectives.
Provide consultation and technical expertise to administrators, staff, the public and others concerning Human Resources operations, standards, requirements, practices and procedures.

October 2013
Ewing Consulting, Inc.
Plan, organize, control and direct the recruitment, interviewing, selection and placement of classified and certificated personnel, and assure compliance with diversity and fairness requirements. Provide technical direction and assistance in collective bargaining activities. Investigate, resolve and provide recommendations concerning staff relations issues and conflicts. Communicate effectively both orally and in writing. Interpret, apply and explain laws, codes, rules, regulations, policies and procedures. Establish and maintain cooperative and effective working relationships with others. Operate a computer and assigned office equipment. Analyze situations accurately and adopt an effective course of action. Meet schedules and time lines. Work independently with little direction. Plan and organize work. Prepare comprehensive narrative and statistical reports. Direct the maintenance of a variety of reports, records and files related to assigned activities.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: bachelor’s degree and eight years increasingly responsible human resources experience including work with labor relations, recruitment, classification and compensation functions and three years in an administrative capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver’s license.

**WORKING CONDITIONS:**

**ENVIRONMENT:**
Office environment.
Driving a vehicle to conduct work.

**PHYSICAL DEMANDS:**
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting for extended periods of time.
Hearing and speaking to exchange information and make presentations.
CLASS TITLE: VICE PRESIDENT-INFORMATION TECHNOLOGY

BASIC FUNCTION:

Under the direction of the President, plan, organize, control and direct College-wide Information Technology operations and activities including the development, design, operation, analysis, maintenance and repair of computer and technology systems, infrastructure and related hardware, software, databases and applications; control and direct the District’s duplications department and telephone infrastructure and equipment; coordinate and direct resources, personnel, communications, programs, fiscal functions and projects to meet College technology needs and assure smooth and efficient division activities; supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:
Plan, organize, control and direct College-wide Information Technology operations and activities including the development, design, operation, analysis, maintenance and repair of computer and technology systems, infrastructure and related hardware, software, databases and applications; assure optimal allocation of technology systems, resources and personnel; assure related activities comply with established standards, requirements, laws, codes, rules, regulations, policies and procedures.

Coordinate and direct resources, personnel, communications, programs, fiscal functions and projects to meet College technology needs and assure smooth and efficient division activities; direct the design, development and implementation of division programs, projects, functions, services, goals, objectives, systems and activities; establish and maintain division time lines and priorities.

Supervise and evaluate the performance of assigned personnel; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate subordinate work assignments and review work to assure compliance with established standards, requirements and procedures; assure employee understanding of established requirements.

Monitor and analyze College technology programs, systems, functions and activities for financial effectiveness and operational efficiency; respond to administrative input concerning division needs; direct the development and implementation of policies, procedures and programs to enhance the financial effectiveness and operational efficiency of Information Technology division.

Plan, organize, control and direct the design, set-up, development and modification of computer, telecommunication and network systems, College web sites, multimedia technology, hardware, software, databases and applications; assure proper investigation, troubleshooting, diagnosis and repair of system, hardware, software, network, web site, telecommunication system and multimedia equipment malfunctions.

October 2013
Ewing Consulting, Inc.
Control and direct the District’s duplications department; organize and direct operations and activities involved in the design and production of printed materials and related graphic arts to meet organizational needs; discuss printing jobs with clients and process project requests; monitor project progress to assure compliance with established requirements; assure activities comply with related policies, procedures, rules and regulations.

Plan organize and direct the installation, maintenance and repair of telephone systems, voice-over IP, voicemail systems and related equipment; program and maintain telephones, voice mail boxes, dialing plans and system features.

Plan, organize, control and direct College-wide technology functions to facilitate and enhance the collection, management, manipulation, reporting and distribution of computerized data used for analysis; direct the programming, design, development, upgrading and implementation of new and existing software, databases and applications.

Provide consultation and technical expertise to administrators, personnel, outside agencies and the public concerning division operations and activities; respond to inquiries, resolve issues and conflicts and provide detailed and technical information concerning related projects, services, systems, laws, codes, standards, requirements, goals, objectives, rules, regulations, policies and procedures.

Monitor, analyze and identify College technological needs including system and equipment acquisition and replacement requirements; research, analyze and maintain current knowledge of new technologies to identify opportunities to enhance College operations and meet technology needs; review and authorize proposals for service, system, equipment and software purchases.

Assure adequate resources and personnel to meet College computer system and technology needs; coordinate and direct related procurement and purchasing functions; develop and negotiate contracts and agreements; initiate personnel transactions as appropriate; estimate time, staff and resource requirements for division-wide operations and projects; calculate and prepare cost estimates.

Coordinate and direct division activities, communications and information between administrators, staff, vendors, service providers, contractors, technology users, outside agencies and various local, State and federal agencies; direct activities, personnel and projects to assure proper and timely resolution to technology issues, problems, malfunctions and conflicts.

Analyze new technology initiatives to determine costs and benefits of implementation; direct and participate in the preparation of project specifications; monitor, analyze and adjust division activities in response to progress of technology projects; inspect completed projects for accuracy, completeness and compliance with established specifications and requirements.

Develop and prepare the annual preliminary budget for the Information Technology division; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

October 2013
Ewing Consulting, Inc.
Direct the preparation and maintenance of a variety of narrative and statistical records, files and reports related to technology projects, plans, software licensing, budgets, systems, financial activity, personnel and assigned duties.

Plan, organize, control and direct user training, help desk and support functions related to the operation of computer, network and multimedia technology systems and equipment.

Provide technical information and assistance to the President and other administrators regarding division projects, activities, needs and issues; participate in the formulation and development of policies, procedures and programs.

Communicate with administrators, personnel and outside organizations to exchange information, coordinate activities and programs and resolve issues or concerns.

Operate a variety of computers, network systems and specialized software; drive a vehicle to conduct work.

Attend and conduct a variety of meetings as assigned; attend and participate in various technology committees, conferences, seminars and in-services; represent the District in Skelly Hearings as necessary; prepare and deliver oral presentations concerning technology systems, plans and equipment.

OTHER DUTIES:
Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
Planning, organization and direction of the Information Technology division including the development, design, operation, analysis, maintenance and repair of computer and technology systems, infrastructure and related hardware, software, databases and applications.
Computer and technology systems, infrastructure and related hardware, software, databases and applications utilized by the College.
Practices, procedures and techniques involved in the design, set-up, development and modification of computer, telecommunication and network systems, web sites, multimedia technology, hardware, software, databases and applications.
Principles, methods and procedures of operating computers, network systems and peripherals.
Principles, practices and methods of database structures, computer programming and system design.
Technical aspects of researching, comparing and purchasing technology systems and equipment.
System utilities and design and program applications.
Principles and techniques of systems and network analysis.
College organization, operations, policies and objectives.
Policies and objectives of assigned programs and activities.
Applicable laws, codes, regulations, policies and procedures.
Principles and practices of administration, supervision and training.
Budget preparation and control.

October 2013
Ewing Consulting, Inc.
Vice President- Information Technology- Continued

Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.

ABILITY TO:
Plan, organize, control and direct College-wide operations and activities of the Information Technology division including the development, design, operation, analysis, maintenance and repair of computer and technology systems, infrastructure and related hardware, software, databases and applications.
Coordinate and direct resources, personnel, communications, programs, fiscal functions and projects to meet College technology needs and assure smooth and efficient division activities.
Supervise and evaluate the performance of assigned personnel.
Direct the design, development and implementation of division programs, projects, functions, services, goals, objectives, systems and activities.
Monitor, analyze and modify policies, procedures and programs to enhance the financial effectiveness and operational efficiency of technology programs, systems, functions and activities.
Plan, organize, control and direct the design, set-up, development and modification of computer, telecommunication and network systems, College web sites, multimedia technology, hardware, software, databases and applications.
Assure adequate resources and personnel to meet College computer system and technology needs.
Analyze new technology initiatives to determine costs and benefits of implementation.
Communicate effectively both orally and in writing.
Interpret, apply and explain rules, regulations, policies and procedures.
Establish and maintain cooperative and effective working relationships with others.
Operate a computer and assigned office equipment.
Analyze situations accurately and adopt an effective course of action.
Meet schedules and time lines.
Work independently with little direction.
Plan and organize work.
Prepare comprehensive narrative and statistical reports.
Direct the maintenance of a variety of reports, records and files related to assigned activities.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master’s degree in an information technology-related field and eight years increasingly responsible experience in the development, design, operation, analysis, maintenance and repair of computer and technology systems, infrastructure and related hardware, software, databases and applications including three years in an administrative capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver’s license.

WORKING CONDITIONS:

ENVIRONMENT:
Office environment.

October 2013
Ewing Consulting, Inc.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:
Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information.
Seeing to view a computer monitor and read a variety of materials.
Sitting for extended periods of time.
**AGENDA ITEM BACKGROUND**

<table>
<thead>
<tr>
<th>TO: BOARD OF TRUSTEES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM: PRESIDENT</td>
<td></td>
</tr>
<tr>
<td>SUBJECT: Actions Involving Adjunct Faculty</td>
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<table>
<thead>
<tr>
<th>REASON FOR BOARD CONSIDERATION</th>
<th>ITEM NUMBER</th>
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<tr>
<td>☐ ACTION ☒ CONSENT ☐ FIRST READING ☐ INFORMATION ☐ REPORTS</td>
<td>4.1-c</td>
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<table>
<thead>
<tr>
<th>ATTACHMENT(S)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 page</td>
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</table>

**BACKGROUND:**

The attached transmits routine Human Resources actions regarding adjunct faculty, and includes summer 2013, credit and Continuing Education hires, and equivalence determination for minimum qualifications. Adjunct faculty assignments will not exceed 67% time, including any credit division assignment for fall and spring semesters.

**RECOMMENDATION:**

It is recommended the Board of Trustees approve the actions involving adjunct faculty presented in the attached.

**Administrator Initiating Item:**
Patricia English, Vice President Human Resources
BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

HUMAN RESOURCES: ACTIONS INVOLVING ADJUNCT FACULTY

ADJUNCT FACULTY

CREDIT - Fall

CORBETT, Tom
HARRAH, Greg

DOUGLAS, John
HENDRICKSON, Gina Rae

GADBURY, Sandra
SHIELDS, Susan

CENTER FOR LIFELONG LEARNING - Fall

BAKER, Jill

CREDIT - MINIMUM QUALIFICATION – EQUIVALENCIES

HARRAH, Greg - Welding

HASHIMOTO, Kumi – Foreign Languages
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO: BOARD OF TRUSTEES</th>
<th>DATE</th>
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<tbody>
<tr>
<td>FROM: PRESIDENT</td>
<td>October 24, 2013</td>
</tr>
<tr>
<td>SUBJECT: Actions Involving Experts and Volunteers</td>
<td>ATTACHMENT(S)</td>
</tr>
<tr>
<td></td>
<td>3 pages</td>
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**REASON FOR BOARD CONSIDERATION**
- ACTION
- CONSENT
- FIRST READING
- INFORMATION
- REPORTS

**ITEM NUMBER**
4.1-d

**BACKGROUND:**
The attached transmits routine Human Resources actions regarding experts/volunteers.

**RECOMMENDATION:**
It is recommended the Board of Trustees approve the actions involving experts/volunteers as presented in the attached.

**Administrator Initiating Item:**
Patricia English, Vice President Human Resources
<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Rate</th>
<th>Service Date(s)</th>
<th>Fund</th>
</tr>
</thead>
<tbody>
<tr>
<td>BERGSTROM,</td>
<td>Actor in play</td>
<td>$750</td>
<td>9/16/13-11/15/13</td>
<td>Grant</td>
</tr>
<tr>
<td>Katherine</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CHEVREFILS, Ann</td>
<td>Present Art Class workshops in “Greek Mask”</td>
<td>$1,200</td>
<td>10/7/13-10/21/13</td>
<td>Grant</td>
</tr>
<tr>
<td>DORFMAN, Blake</td>
<td>Public announcer for home athletic events</td>
<td>$5,000</td>
<td>9/1/13-6/30/14</td>
<td>Auxiliary</td>
</tr>
<tr>
<td>HILLIARD, Bill</td>
<td>Assist Softball Coach</td>
<td>$4,000</td>
<td>8/26/13-5/30/14</td>
<td>Auxiliary</td>
</tr>
<tr>
<td>INDENDI, Steven</td>
<td>Umpire non-traditional softball game</td>
<td>$75</td>
<td>9/27/13</td>
<td>Auxiliary</td>
</tr>
<tr>
<td>JACOBS, Marc</td>
<td>Announcer for home Football games</td>
<td>$5,000</td>
<td>10/1/13-12/20/13</td>
<td>Auxiliary</td>
</tr>
<tr>
<td>JAFFERS, Lee Wardlaw</td>
<td>Guest speaker for ECE115</td>
<td>$75</td>
<td>10/7/13</td>
<td>Grant</td>
</tr>
<tr>
<td>JENKINS, Joshua</td>
<td>Actor in play</td>
<td>$750</td>
<td>9/16/13-11/15/13</td>
<td>Grant</td>
</tr>
<tr>
<td>MARCO, Jennifer</td>
<td>Actor in play</td>
<td>$750</td>
<td>9/16/13-11/15/13</td>
<td>Grant</td>
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<tr>
<td>ORSER, Karen</td>
<td>Sign language interpreter for students who are deaf or hard of hearing</td>
<td>$19,000</td>
<td>9/20/13-6/30/14</td>
<td>Categorical</td>
</tr>
<tr>
<td>TAYNTON, Nicole</td>
<td>Present workshops on the Greek Tragedy, “Antigone.”</td>
<td>$500</td>
<td>10/8/13-10/11/13</td>
<td>Grant</td>
</tr>
<tr>
<td>TROUPE, Nathanael</td>
<td>Present workshops on the Greek Tragedy, “Antigone.”</td>
<td>$500</td>
<td>10/8/13-10/11/13</td>
<td>Grant</td>
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<tr>
<td>WANICK, Ed</td>
<td>Umpire non-traditional softball game</td>
<td>$75</td>
<td>9/27/13</td>
<td>Auxiliary</td>
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</table>
# EXPERTS (CE/CLL)

<table>
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<tr>
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<th>Assignment</th>
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<th>Service Date(s)</th>
<th>Fund</th>
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</thead>
<tbody>
<tr>
<td>CAZOR, Cris</td>
<td>Video Consultant</td>
<td>$4,999</td>
<td>9/26/13 – 6/30/14</td>
<td>CLL</td>
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</tbody>
</table>

# VOLUNTEERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Date</th>
<th>For</th>
</tr>
</thead>
<tbody>
<tr>
<td>AVILA, David</td>
<td>Field trip support staff</td>
<td>10/15/13-6/30/14</td>
<td>Earth Sciences</td>
</tr>
<tr>
<td>BARTON, David</td>
<td>Provide professional experience to Ensemble</td>
<td>9/29/13-12/15/13</td>
<td>Music</td>
</tr>
<tr>
<td>BEVER, Tori</td>
<td>Guest speaker</td>
<td>8/26/13-12/15/13</td>
<td>Psychology</td>
</tr>
<tr>
<td>DYER, Brennon</td>
<td>Assist Instructor with drills</td>
<td>9/1/13-12/10/13</td>
<td>Athletics</td>
</tr>
<tr>
<td>HALLGREN, Lars Rikard</td>
<td>Assist with events &amp; orientation</td>
<td>10/1/13-6/30/14</td>
<td>International Students</td>
</tr>
<tr>
<td>HERNANDEZ, Raul Jessie-Rey</td>
<td>Provide professional experience to Ensemble</td>
<td>8/26/13-12/14/13</td>
<td>Music</td>
</tr>
<tr>
<td>HOLDER, Stanley</td>
<td>Studio monitor</td>
<td>8/26/13-12/15/13</td>
<td>Art</td>
</tr>
<tr>
<td>KRANZ, Kevin</td>
<td>Assist in Lifescape Garden</td>
<td>9/17/13-5/30/14</td>
<td>Environmental Horticulture</td>
</tr>
<tr>
<td>MACIAS, Tom</td>
<td>Assist in Badminton Class</td>
<td>9/25/13-12/4/13</td>
<td>Physical Education</td>
</tr>
<tr>
<td>MARTIN, Trace</td>
<td>Speak on a panel</td>
<td>8/26/13-12/15/13</td>
<td>Psychology</td>
</tr>
<tr>
<td>McKENZIE, Ian</td>
<td>Assist in classroom</td>
<td>9/17/13-12/22/13</td>
<td>Environmental Horticulture</td>
</tr>
<tr>
<td>SCHNEIDER, Emily</td>
<td>Anatomic illustration of cadaver, bones, models</td>
<td>10/4/13-12/13/13</td>
<td>Biological Sciences</td>
</tr>
<tr>
<td>THOMPSON, Brent</td>
<td>Field trip support staff</td>
<td>10/15/13-6/31/14</td>
<td>Earth Sciences</td>
</tr>
<tr>
<td>VUCCI, Daniel</td>
<td>Assist in Lifescape Garden</td>
<td>9/17/13-12/22/13</td>
<td>Environmental Horticulture</td>
</tr>
</tbody>
</table>
SYMPHONY VOLUNTEERS Fall 2013 and Spring 2014

Adams, Sandy  
Andonian, Diana  
Bentz, Valerie  
Bray, Jason  
Bucher-Smith, Monica  
Burridge, Michael  
Clark, Molly  
Donati, Dege  
Elmfors, Per  
Fausett, Gerrie  
Georgaegon, Terence  
Gerstein, Larry  
Gocha, Karen  
Grace, Louis  
Green, Alice  
Hamilton, Charles  
Hahn, Jane  
Henenwan, Laura  
Hobden, Deborah  
Kaplan, Jessica  
Kishiyama, Kevin  
Korisheli, Tina  
Laberten, Jim  
Leer, Kathleen  
London, Sara  
Maguire, Mary  
Null, Henry  
Pickgrind, Scott  
Rasmussen, Laurie  
Roe, Carol  
Roe, David  
Saunders, Andrew  
Scott, Claudia  
Spechler, Karen  
Stone, David  
Tafoya, Elvira  
Tesar, Ann  
Thielmann, Janice ‘Susie’  
Trujillo, Johann  
Trujillo, Sherry  
Turner, Elizabeth  
Vandersal, Kearney

VOLUNTEERS (CONTINUING EDUCATION)

<table>
<thead>
<tr>
<th>Name</th>
<th>Assignment</th>
<th>Date</th>
<th>For</th>
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</thead>
<tbody>
<tr>
<td>JOHNSON, Juanita</td>
<td>ESL</td>
<td>9/9/13 – 6/30/14</td>
<td>B Blakley</td>
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<tr>
<td>ZWICKE, Karen</td>
<td>ESL</td>
<td>9/9/13 – 6/30/14</td>
<td>K Corcoran</td>
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</tbody>
</table>
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Actions Involving Temporary Short-Term and Student Personnel

<table>
<thead>
<tr>
<th>REASON FOR BOARD CONSIDERATION</th>
<th>ITEM NUMBER</th>
</tr>
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<tbody>
<tr>
<td>☐ ACTION ☒ CONSENT ☐ FIRST READING</td>
<td>4.1-e</td>
</tr>
<tr>
<td>☐ INFORMATION ☐ REPORTS</td>
<td></td>
</tr>
</tbody>
</table>

DATE
October 24, 2013

ATTACHMENT(S)
10 pages

BACKGROUND:

The attached transmits routine Human Resources actions regarding temporary, short-term and student personnel. Short-term, non-continuing personnel require Board approval, pursuant to Assembly Bill 500 and its revisions to Education Code 88003.

All short-term and student personnel appointments are limited to 19.5 hours per week and 175 days per year.

RECOMMENDATION:

It is recommended the Board of Trustees approve the actions involving temporary, short-term and student personnel presented in the attached.

Administrator Initiating Item:
Patricia English, Vice President Human Resources
## HUMAN RESOURCES: ACTIONS INVOLVING TEMPORARY PERSONNEL

### SHORT-TERM PERSONNEL (CREDIT)

<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Level</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALLAHVERDIAN, Melina</td>
<td>Tutorial/Math HS V</td>
<td>8/26/13-12/20/13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1/2/14-6/30/14</td>
</tr>
<tr>
<td>ARMENTA, Alexia</td>
<td>Biology HS II</td>
<td>9/30/13-12/20/13</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1/2/14-6/30/14</td>
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<tr>
<td>ASHBAUGH-JOHNSTON, Melisa</td>
<td>Gateway/Philosophy HS VI</td>
<td>9/11/13-12/20/13</td>
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<tr>
<td></td>
<td></td>
<td>1/2/14-6/30/14</td>
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<tr>
<td>BORDIN, Silvia</td>
<td>ECE HS III</td>
<td>9/02/13-12/20/13</td>
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<tr>
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<td>1/2/14-6/30/14</td>
</tr>
<tr>
<td>BORMAN, Ashley</td>
<td>Center for Sustainability HS VI</td>
<td>8/26/13-12/20/13</td>
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<tr>
<td></td>
<td></td>
<td>1/2/14-6/30/14</td>
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<tr>
<td>BROCKER, Erin</td>
<td>Chemistry (2 jobs) HS III (2 jobs)</td>
<td>9/26/13-12/20/13</td>
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<td></td>
<td>1/2/14-6/30/14</td>
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<tr>
<td>CALDWELL, Whitney</td>
<td>Communications HS III</td>
<td>10/01/13-12/20/13</td>
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<td></td>
<td>1/2/14-6/30/14</td>
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<tr>
<td>CARLANDER, Jay</td>
<td>History HS III</td>
<td>10/1/13-12/20/13</td>
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<td></td>
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<td>1/2/14-6/30/14</td>
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<tr>
<td>CARRILLO, Joseph</td>
<td>Music HS IV</td>
<td>10/7/13-12/20/13</td>
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<td>1/2/14-6/30/14</td>
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<tr>
<td>CARRILLO, Lara</td>
<td>Math HS III</td>
<td>8/26/13-12/20/13</td>
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<td></td>
<td>1/2/14-6/30/14</td>
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<tr>
<td>CASTLEBERG, Giulia</td>
<td>SoML (2 jobs) HS III (2 jobs)</td>
<td>9/11/13-12/20/13</td>
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<td></td>
<td>1/2/14-6/30/14</td>
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<tr>
<td>CERDA, Benjamin</td>
<td>Computer Science HS V</td>
<td>9/11/13-12/20/13</td>
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<td>1/2/14-6/30/14</td>
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<tr>
<td>DAMJANOVICH-NAPOLEON, Natalie</td>
<td>Biology HS III</td>
<td>9/26/13-12/20/13</td>
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<td></td>
<td></td>
<td>1/2/14-6/30/14</td>
</tr>
<tr>
<td>DiPERI, Kathleen</td>
<td>Center for Sustainability HS VI</td>
<td>8/23/13-12/20/13</td>
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<tr>
<td></td>
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<td>1/2/14-6/30/14</td>
</tr>
<tr>
<td>DORWARD, Lisa</td>
<td>History HS III</td>
<td>9/11/13-12/20/13</td>
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<td>1/2/14-6/30/14</td>
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<tr>
<td>EISENHAUER, Felix</td>
<td>Music HS VI</td>
<td>8/23/13-12/20/13</td>
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<td></td>
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<td>1/2/14-6/30/14</td>
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<tr>
<td>ESTRADA, Catherine</td>
<td>Gateway/Art HS V</td>
<td>8/26/13-12/20/13</td>
</tr>
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<td></td>
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<td>1/2/14-6/30/14</td>
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<tr>
<td>FORBES, Cameron</td>
<td>Food Services HS I</td>
<td>8/21/13-12/20/13</td>
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Item 4.1-e
Page 1 of 10
10/24/13
<table>
<thead>
<tr>
<th>Name</th>
<th>Department/Level</th>
<th>Dates</th>
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<tbody>
<tr>
<td>FRAKES, Jennifer</td>
<td>Communications HS III</td>
<td>10/01/13-12/20/13 1/2/14-6/30/14</td>
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<tr>
<td>GABELICH, Julie-Anne</td>
<td>Biological Science HS V</td>
<td>9/10/13-12/20/13 1/2/14-5/23/14</td>
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<tr>
<td>GANS, Elizabeth</td>
<td>Environmental/Planetary Science HS III</td>
<td>9/11/13-12/20/13 1/2/14-6/30/14</td>
</tr>
<tr>
<td>GONZAGUI, Maribel</td>
<td>Gateway/VN HS V</td>
<td>9/11/13-12/20/13 1/2/14-6/30/14</td>
</tr>
<tr>
<td>GONZALEZ, Cindy</td>
<td>Gateway/Math HS V</td>
<td>8/26/13-12/20/13 1/2/14-6/30/14</td>
</tr>
<tr>
<td>GREINER, Gabrielle</td>
<td>Gateway/Math HS V</td>
<td>8/26/13-12/20/13 1/2/14-6/30/14</td>
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<tr>
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AGENDA ITEM BACKGROUND

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BACKGROUND:

The attached list contains routine actions regarding stipends for credit and non-credit faculty. The stipends were authorized and approved by the appropriate administrator and then by the Executive Vice President, Educational Programs.

RECOMMENDATION:

It is recommended the Board of Trustees approve the actions involving stipends for faculty.

Administrator Initiating Item:
Jack Friedlander, Executive Vice President, Educational Programs
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<td>WEEKS, Jean</td>
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<td>Develop Spanish Literacy Course</td>
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AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES  
FROM: PRESIDENT  
SUBJECT: Approval of Curriculum Changes  

DATE: October 24, 2013  
ATTACHMENT(S): 2 pages  

REASON FOR BOARD CONSIDERATION  
☐ ACTION  ☐ CONSENT  ☐ FIRST READINGS  
☐ INFORMATION  ☐ REPORTS  
ITEM NUMBER: 5.2

BACKGROUND:

The Curriculum Advisory Committee (CAC) reviews all course outlines of record, certificate and degree programs, and proposed modifications and changes to ensure that they comply with college, state, and accreditation requirements. All CAC approved courses and programs have been reviewed and approved by the department chair and area dean. The attached curriculum changes were approved on September 30, 2013.

RECOMMENDATION:

It is recommended the Board of Trustees approve the recommendations of the Curriculum Advisory Committee as presented.

Administrator Initiating Item:
Jack Friedlander, Executive Vice President, Educational Programs
At the September 30, 2013 meeting the Curriculum Advisory Committee approved the following:

**NEW COURSE PROPOSALS**

ACCT280  Accounting Ethics and Leadership  
ART149  Intermediate 4-D Art, Time Based Media  
ENVS201  Leadership Projects in Sustainability  
ERTH232A  Field Study – Petrology of the Death Valley Region  
ERTH232B  Field Study – Mineral Resources and Plate Tectonic  
ERTH233  Advanced Geologic Field Seminar – Colorado Plateau  
WEX290B  General Work Experience: Career Advancement Skills  
WEX290C  General Work Experience: Workplace Success Skills

**MODIFIED COURSE PROPOSALS**

ANTH109  Comparative World Cultures  
ART121  Intermediate Drawing  
ART122  Advanced Drawing  
ART133  Intermediate Painting  
ART144  4-D Art, Time Based Media  
CS130  Introduction to the Linux  
ECE123  Children with Special Needs  
ENVS110  Humans and the Biological Environment  
ENVS111  Environmental Field Studies  
ENVS200  Projects in Sustainability  
ERTH133  Introductory Geologic Field Seminar – Colorado Plateau  
FIN101  Introduction to Finance and Banking  
FIN202  Managerial Finance  
IBUS102  Introduction to International Business  
IBUS109  Basics of Importing and Exporting  
IBUS201  International Human Resource Management  
MDT101  Information and Introduction to Marine Diving Technology  
MDT104  Fundamentals and Practices of Diving  
MDT105  Advanced Scuba Techniques  
MDT106  Open Water Navigation  
MDT108  Rigging  
MDT109  Seamanship and Small Boat Handling  
MDT140  Principles of Surface-Supplied Ocean Diving  
MDT141  Commercial Diving Equipment  
MDT142  Surface-Supplied Ocean Diving  
MDT143  Mixed Gas Diving  
MDT145  Principles of Underwater Cutting and Welding  
MDT146  Advanced Underwater Cutting and Welding  
MDT147  Ocean Structures  
MDT148  Hydraulics I
MDT152  Underwater Tools and Inspection
MDT154  Bell and Saturation Diving
MDT190  Assessment and Development of Diving Competence
MKT101  Introduction to Marketing
MKT120  Relationship Selling
MKT125  Principles of Customer Service
MKT203  Marketing Communications
MKT205  Consumer Selling Strategies
MKT215  Segmentation and Target Marketing
NURS119  Introduction to RN for the LVN
NURS160  Foundations of Nursing
NURS162  Introduction to Medical-Surgical Nursing I
NURS163  Beginning Medical-Surgical II
NURS164  Nursing Care of Childbearing and Families
NURS165  Mental Health Nursing
NURS166  Intermediate Medical-Surgical Nursing II
NURS167  Nursing Care of Children and Families-Pediatrics
NURS167VN  Nursing Care of Children and Families for the LVN
NURS168  Advanced Medical-Surgical Nursing IV
NURS169  Gerontology-Community Nursing
NURS190  Assessment of Clinical Competence
NURS194  Review and Update of Nursing Skills
NURS282  NCLEX Success
PD131  Stress Management and Wellness
PE146  Stretching and Relaxation
PSY135  Psychology of Film
PSY175  Social Psychology: Psychological Perspective
AGENDA ITEM BACKGROUND

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<th>DATE</th>
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<td>FROM: PRESIDENT</td>
<td>October 24, 2013</td>
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<tr>
<td>SUBJECT: Ratification of Purchase Orders</td>
<td>ATTACHMENT(S)</td>
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REASON FOR BOARD CONSIDERATION

- ACTION
- CONSENT
- FIRST READING
- SECOND READING
- INFORMATION
- REPORTS

ITEM NUMBER: 6.1-a

BACKGROUND:

The attached board report includes campus-wide purchase orders processed from September 9, 2013 through October 6, 2013.

RECOMMENDATION:

It is recommended the Board of Trustees acknowledge receipt of the attached Purchase Order Report.

Administrator Initiating Item: Rob Morales, Director, Administrative Services/Emergency Response

Approved by: Joseph E. Sullivan, Vice President, Business Services
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### Board Report

**POs From: 9/9/2013 To: 10/6/2013**

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<td>Hitachi America Ltd</td>
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<td>P0004268</td>
<td>Park Place International</td>
<td>Add NS120 SAN to monthly maint</td>
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AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Register of Warrants

REASON FOR BOARD CONSIDERATION
☐ ACTION ☑ CONSENT ☐ FIRST READING
☐ SECOND READING ☐ INFORMATION
☐ REPORTS

ITEM NUMBER

6.1-b

DATE
October 24, 2013

ATTACHMENT(S)
None

BACKGROUND:

Accounting is requesting the Board of Trustees approval for the following warrants and Automated Clearing House.

MONTH OF SEPTEMBER 2013

RATIFICATION OF PAYMENTS AS SUMMARIZED BELOW
A detailed report may be viewed in the Accounting Office A-130

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*This includes the Automated Clearing House payments, otherwise known as direct deposit payments.

This approval is required under the provision of Education Code Sections §85200 and §85210.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Register of Warrants.

Administrator Initiating Item: Lyndsay Maas, Controller

Approved by: Joseph E. Sullivan, Vice President, Business Services
TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Establishment of Fund 75 Financial Aid Scholarship Accounts for Fiscal Year 2013-2014

DATE: October 24, 2013
ATTACHMENT(S): 9 pages

REASON FOR BOARD CONSIDERATION
☐ ACTION ☑ CONSENT ☐ FIRST READING
☐ SECOND READING ☐ INFORMATION
☐ REPORTS
ITEM NUMBER 6.1-c

BACKGROUND:
SBCC Student Finance is requesting the Board of Trustees to authorize new Fund 75 Financial Aid Scholarship Accounts.

Brad Hardison is the Director for the Fund 75 Scholarship Accounts. The new accounts are for support of the following nine (9) programs.

Account #753537 – David Doner ADN Scholarship
Account #759531 – Peg & Jay Roberts Scholarship
Account #759532 – Exxon Mobil STEM Scholarship
Account #759533 – David Doner Biological & Life Science Scholarship
Account #759534 – Simms/Mann Family Foundation/Bernard Osher Foundation Scholarship
Account #759535 – Santa Barbara Beautiful Environmental Horticulture Scholarship
Account #759536 – Guido Bart & Suzanne Faulkner Memorial Scholarship
Account #759838 – Tommy’s Guardian Scholars
Account #759540 – Nicholas & Sue Vincent

RECOMMENDATION:
It is recommended the Board of Trustees approve Authorization to Establish Fund 75 Financial Aid Scholarship Accounts for Fiscal Year 2013-2014.

Administrator Initiating Item: Barbara Bermudes, Manager – Student Finance

Approved by: Joseph E. Sullivan, Vice President, Business Services
Santa Barbara City College
Student Finance
Trust Account Information/Authorization Form

ACCOUNT TITLE: DAVID DOWER ADN SCHOLARSHIP

ACCOUNT NUMBER: 753537

Account Category:
- Fund 71 – Associated Students
- Fund 72 – Student Representation Fee
- Fund 79 – Trust Fund & Co-Curricular Accounts
- Fund 81 – Club Accounts

ACCOUNT NUMBER: 759534

Account Category:
- Fund 74 – Federal/State Financial Aid
- Fund 75 – Scholarship/Loan Financial Aid

FINANCIAL AID:
Organization/Club/Department: FOUNDATION FUNDED SCHOLARSHIPS

BRAD HARDISON
Individual Responsible/Position

Purpose of Account:

Source of Income (be specific):
FOUNDATION DONATIONS

Type of Expenditures Allowed (be specific):
CHECKS / PURCHASE ORDERS

Anticipated duration of account
Disposition of balance at expiration

2 Signatures are required for expenditures
(PLEASE HAVE AT LEAST THREE SIGNATURES ON FILE)

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<td>09/19/13</td>
<td>BRAD HARDISON</td>
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<td>FINANCIAL AID DIRECTOR</td>
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<td>ALLISON CURTIS</td>
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<td>ASSOC. DEAN</td>
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Approvals:

Club Advisor (Clubs only)

Department Head

Controller

Student Activities Advisor (Clubs or AS Accts)

Appropriate Vice President

Superintendent/President

baj - update June 2010
Navigation: word,g-drive,bj_signature card form
Santa Barbara City College
Student Finance
Trust Account Information/Authorization Form

**Peg + Jay Roberts Scholarship**

**ACCOUNT TITLE**

Account Category:
- Fund 71 – Associated Students
- Fund 72 – Student Representation Fee
- Fund 79 – Trust Fund & Co-Curricular Accounts
- Fund 81 – Club Accounts

**ACCOUNT NUMBER** 759531

**ACCOUNT CATEGORY**

Fund 71 – Associated Students
Fund 72 – Student Representation Fee
Fund 74 – Federal/State Financial Aid
Fund 75 – Scholarship/Loan Financial Aid

**FINANCIAL AID**

Organization/Club/Department

Purpose of Account:

**FOUNDATION FUNDED SCHOLARSHIPS**

Source of Income (be specific):

**FOUNDATION DONATIONS**

Type of Expenditures Allowed (be specific):

Checks / Purchase Orders

Anticipated duration of account

Disposition of balance at expiration

2 Signatures are required for expenditures
(PLEASE HAVE AT LEAST THREE SIGNATURES ON FILE)

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<th>Print/Type Name</th>
<th>Signature</th>
<th>Position</th>
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<td>Allison Curtis</td>
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Approvals:

Club Advisor (Clubs only) Date

Department Head Date

Controller Date

Student Activity Advisor (Clubs or AS Accts) Date

Appropriate Vice President Date

Superintendent/President Date

baj - update June 2010
Navigation: word, g-drive, bj, signature card form
Santa Barbara City College
Student Finance
Trust Account Information/Authorization Form

Exxon Mobil STEM Scholarship

ACCOUNT TITLE

Account Category: Fund 71 – Associated Students
Fund 72 – Student Representation Fee
Fund 79 – Trust Fund & Co-Curricular Accounts
Fund 81 – Club Accounts

FINANCIAL AID

Organization/Club/Department

Brad Harrison

ACCOUNT NUMBER 759532

Individual Responsible/Position

Purpose of Account: Foundation Funded Scholarships

Source of Income (be specific): Foundation/Donations

Type of Expenditures Allowed (be specific): CIties/Purchase Orders

Anticipated duration of account

Disposition of balance at expiration

2 Signatures are required for expenditures
(PLEASE HAVE AT LEAST THREE SIGNATURES ON FILE)

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Approvals:

Club Advisor (Clubs only) Date

Department Head Date

Controller Date

Student Activities Advisor (Clubs or AS Accts) Date

Appropriate Vice President Date

Superintendent/President Date

baj - update June 2010
Navigation: word, g-drive, bj.signature card form
Santa Barbara City College  
Student Finance  
Trust Account Information/Authorization Form

**Account Title:** Biological & Life Science School  
**Account Number:** NEW 2013-2014

- Account Category:  
  - Fund 71 - Associated Students  
  - Fund 72 - Student Representation Fee  
  - Fund 79 - Trust Fund & Co-Curricular Accounts  
  - Fund 81 - Club Accounts  

- Financial Aid:  
  - Individual Responsible/Position: Brend Hardison

- Organization/Club/Department:  
  - Purpose of Account: Foundation Fundo Scholarships

- Source of Income (be specific): Foundation/Donations

- Type of Expenditures Allowed (be specific): Books/Purchase Orders

- Anticipated duration of account

- Disposition of balance at expiration

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2 Signatures are required for expenditures  
(PLEASE HAVE AT LEAST THREE SIGNATURES ON FILE)

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Approvals:

- Club Advisor (Clubs only)  
  - Date:  
  - Lyndsay M. Hase 10/1/13

- Department Head  
  - Date:  
  - Lyndsay M. Hase 10/1/13

- Controller  
  - Date:  
  - Lyndsay M. Hase 10/1/13

- Student Activities Advisor (Clubs or AS Accts)  
  - Date:  
  - Jack Fredland 10/1/13

- Appropriate Vice President  
  - Date:  
  - Jack Fredland 10/1/13

- Superintendent/President  
  - Date:  
  - Jack Fredland 10/1/13

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Navigation: word.g-drive.bj.signature card form
Santa Barbara City College
Student Finance
Trust Account Information/Authorization Form

ACCOUNT TITLE: BERNARD COSEY FOUNDATION
ACCOUNT NUMBER: NEW 2013-2014

Account Category:
- Fund 71 - Associated Students
- Fund 72 - Student Representation Fee
- Fund 79 - Trust Fund & Co-Curricular Accounts
- Fund 81 - Club Accounts

Purpose of Account: FOUNDATION FUND
Source of Income (be specific): FOUNDATION DONATIONS
Type of Expenditures Allowed (be specific): CITRUS/PIRCHASE OROCES

Individual Responsible/Position: BRAD HARDISON

Anticipated duration of account
Disposition of balance at expiration

2 Signatures are required for expenditures
(PLEASE HAVE AT LEAST THREE SIGNATURES ON FILE)

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<th>Print/Type Name</th>
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<td>Brad Hardison</td>
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<td>Finance A/o Director</td>
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<td>09/18/13</td>
<td>Allison Curtis</td>
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<td>Assoc. Dean</td>
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Approvals:

Club Advisor (Clubs only)  Date
Department Head  Date
Controller  10/18/13

Student Activities Advisor (Clubs or AS Accts)  Date
Appropriate Vice President  Date
Superintendent/President  Date

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Santa Barbara City College  
Student Finance  
Trust Account Information/Authorization Form

**ACCOUNT TITLE**: SANTA BARBARA BEAUTIFUL ENVIRONMENTAL HORTICULTURE SCHOLARSHIP  
**ACCOUNT NUMBER**: NEW 2013-2014

**Account Category**:  
- Fund 71 - Associated Students  
- Fund 72 - Student Representation Fee  
- Fund 79 - Trust Fund & Co-Curricular Accounts  
- Fund 81 - Club Accounts  

**FINANCIAL AID**  
- Organization/Club/Department:  
- Individual Responsible/Position: BRAD HARDOISON

**Purpose of Account**: FOUNDATION FUND/SCHOLARSHIPS

**Source of Income (be specific)**: FOUNDATION/DONATIONS

**Type of Expenditures Allowed (be specific)**: CHECKS/PURCHASE ORDERS

**Anticipated duration of account**

**Disposition of balance at expiration**

2 Signatures are required for expenditures  
(PLEASE HAVE AT LEAST THREE SIGNATURES ON FILE)

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<tr>
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<td>Jorge Trujillo</td>
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<td>Brad Hardison</td>
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<td>Financial Aid Director</td>
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<td>09/14/13</td>
<td>Allison Curtis</td>
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<td>Ass. Dean</td>
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</table>

**Approvals:**

- **Club Advisor (Clubs only)**
  - **Date**:  
- **Department Head**
  - **Date**:  
- **Controller**
  - **Date**:  
- **Student Activities Adviser (Clubs or AS Accts)**
  - **Date**:  
- **Appropriate Vice President**
  - **Date**:  
- **Superintendent/President**
  - **Date**:  

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Santa Barbara City College  
Student Finance 
Trust Account Information/Authorization Form

GUIDO BART + SUZANNE FAULKNER  
ACCOUNT TITLE: MEMORIAL SCHOLARSHIP  
ACCOUNT NUMBER: 759536  
NEW 2013-2014

Account Category:  
Fund 71 – Associated Students  
Fund 72 – Student Representation Fee  
Fund 79 – Trust Fund & Co-Curricular Accounts  
Fund 81 – Club Accounts

FINANCIAL AID  
Organization/Club/Department

BRAD HARDISON  
Individual Responsible/Position

Purpose of Account:  
FOUNDATION FUNDS: SCHOLARSHIPS

Source of Income (be specific):  
FOUNDATION/Donations

Type of Expenditures Allowed (be specific):  
CHERIES/PURCHASE DUES

Anticipated duration of account  
Disposition of balance at expiration

2 Signatures are required for expenditures  
(PLEASE HAVE AT LEAST THREE SIGNATURES ON FILE)

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<td>Mike</td>
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<td>04/19/13</td>
<td>ALLISON CULIS</td>
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<td>Assoc. Dean</td>
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</tbody>
</table>

Approvals:

Club Advisor (Clubs only)  
Date

Department Head  
Lindsey M. Haas  
Date

Controller  
Date

Student Activities Advisor (Clubs or AS Accts)  
Date

Appropriate Vice President  
Date

Superintendent/President  
Date

baj - update June 2010  
Navigation: word,g-drive,bj,signature card form
Santa Barbara City College
Student Finance
Trust Account Information/Authorization Form

**Tommy's Guardian Scholars**

**ACCOUNT TITLE**

**Account Category:**
- Fund 71 – Associated Students
- Fund 72 – Student Representation Fee
- Fund 79 – Trust Fund & Co-Curricular Accounts
- Fund 81 – Club Accounts

**ACCOUNT NUMBER**

**NEW 2013-2014**

**FINANCIAL AID**

**Organization/Club/Department**

**Brendan Hardison**

**Individual Responsible/Position**

**Purpose of Account:**

**Foundation Fund for Scholarships**

**Source of Income (be specific):**

**Foundation/Donations**

**Type of Expenditures Allowed (be specific):**

**Checks/Purchase Orders**

**Anticipated duration of account**

**Disposition of balance at expiration**

2 Signatures are required for expenditures

(please have at least three signatures on file)

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<td>Allison Curtis</td>
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<td>Assoc. Dean</td>
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Approvals:

**Club Advisor (Clubs only)**

**Department Head**

**Controller**

**Student Activities Advisor (Clubs or AS Accts)**

**Appropriate Vice President**

**Superintendent/President**

baj - update June 2010

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Santa Barbara City College
Student Finance
Trust Account Information/Authorization Form

NICHOLAS S. VINCEN
ACCOUNT TITLE

ACCOUNT NUMBER 75-9540
NEW 2013-2014

Account Category: Fund 71 – Associated Students
Fund 72 – Student Representation Fee
Fund 79 – Trust Fund & Co-Curricular Accounts
Fund 81 – Club Accounts

FINANCIAL AID

Organization/Club/Department

BRAID HARDISON
Individual Responsible/Position

Purpose of Account:
FOUNDATION FUND
SCHOLARSHIPS

Source of Income (be specific):
FOUNDATION/DONATIONS

Type of Expenditures Allowed (be specific):
CHECKS/PURCHASE ORDERS

Anticipated duration of account

Disposition of balance at expiration

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<td>Finance &amp; Director</td>
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<td>Assoc. Dean</td>
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Approvals:

Club Advisor (Clubs only)

Department Head

Controller

baj - update June 2010
Navigation: word,g-drive,bj,signature card form
AGENDA ITEM BACKGROUND

<table>
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<tr>
<th>TO:</th>
<th>BOARD OF TRUSTEES</th>
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<tbody>
<tr>
<td>FROM:</td>
<td>PRESIDENT</td>
<td>October 24, 2013</td>
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<tr>
<td>SUBJECT:</td>
<td>Extension of Financial Aid Media Campaign Contract C12--0104</td>
<td></td>
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<tr>
<td>REASON FOR BOARD CONSIDERATION</td>
<td>☒ ACTION ☐ CONSENT ☐ FIRST READING ☐ INFORMATION ☐ REPORTS</td>
<td>ITEM NUMBER 6.1-d</td>
</tr>
<tr>
<td>ATTACHMENT(S)</td>
<td></td>
<td>2 pages</td>
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</table>

BACKGROUND:

Santa Barbara City College is the fiscal agent for the California Community College’s I Can Afford College Financial Aid Media Campaign. The annual amount allocated to this program is $2,800,000.00. The District will receive an administrative fee in the amount of 5 percent ($140,000.00) to act as the fiscal agent for this contract.

It is requested the current agreement (Contract C12—0104) be extended to March 31, 2014, in order to utilize ending balances of this contract to support the I Can Afford College Financial Media Campaign.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Extension of the Financial Aid Media Campaign contract C12-0104.

Administrator Initiating Item: Robert Morales, Director – Administrative Services and Emergency Response

Approved by: Joseph E. Sullivan, Vice President Business Services
STATE OF CALIFORNIA
STANDARD AGREEMENT AMENDMENT

C12-0104

1. This Agreement is entered into between the State Agency and Contractor named below:
   STATE AGENCY'S NAME
   BOG, California Community Colleges, Chancellor's Office
   CONTRACTOR'S NAME
   Santa Barbara CCD

2. The term of this Agreement is January 1, 2013 through March 31, 2014

3. The maximum amount of this Agreement after this amendment is: $2,800,000.00

4. The parties mutually agree to this amendment as follows. All actions noted below are by this reference made a part of the Agreement and incorporated herein:
   --The term of this Agreement, January 1, 2013 through December 31, 2013, shall be extended to and including March 31, 2014.
   --The final report shall be due 30 days from the new end date.

All other terms and conditions shall remain the same.

IN WITNESS WHEREOF, this Agreement has been executed by the parties hereto.

<table>
<thead>
<tr>
<th>CONTRACTOR</th>
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<td>Santa Barbara CCD</td>
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<tr>
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<th>STATE OF CALIFORNIA</th>
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<th>BOG, California Community Colleges, Chancellor's Office</th>
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<tr>
<td>Steven Bruckman, Executive Vice Chancellor</td>
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<table>
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<tr>
<th>ADDRESS</th>
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<tbody>
<tr>
<td>1102 Q Street, Suite 4554, Sacramento, CA 95811-6539</td>
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Exempt from DGS approval pursuant to AB 1441, Chapter 36 of the Statutes of 2000
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<td>OBJECT OF EXPENDITURE (CODE AND TITLE)</td>
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<td>$ 2,800,000.00</td>
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I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purpose of the expenditure stated above.

T.B.A. NO. B.R. NO.

SIGNATURE OF ACCOUNTING OFFICER DATE
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES

FROM: PRESIDENT

SUBJECT: Preconstruction Services Agreement for the West Campus Classroom and Office Building Project

REASON FOR BOARD CONSIDERATION
☐ ACTION ☒ CONSENT ☐ FIRST READING
☐ SECOND READING ☐ INFORMATION
☐ REPORTS

ITEM NUMBER 6.1-e

DATE October 24, 2013

ATTACHMENT(S) 10 pages

BACKGROUND:

At the 10/10/13 Study Session the Board of Trustees approved the utilization of the Lease-Lease Back project delivery method for the West Campus Classroom and Office Building project, which is currently in the design phase with KBZ Architects. By adopting the Lease-Lease Back delivery method at this phase of design the Lease-Leaseback contractor will be able to collaborate with the project team and provide valuable preconstruction input during the final stages of the design phase.

A formal Request for Qualifications process was initiated with invitations sent to Schock Contracting Corporation, RSH Construction, Allen & Associates, and Frank Schipper Construction Company, all of which are local general contracting companies. Three of those companies submitted responses to the Request for Qualifications: Schock Contracting Corporation, RSH Construction, and Frank Schipper Construction Company.

After careful review of the qualifications packages submitted, Frank Schipper Construction Company was selected based on their excellent references, applicable experience in similar size projects, bonding capacity, and demonstrated performance on the current Humanities Building Modernization project.

The Preconstruction Services Agreement, prepared by the College’s legal counsel, includes services such as cost evaluation, material/product review, value engineering, constructability review, bid scope packaging, subcontractor coordination, scheduling, and logistics/planning. These preconstruction tasks will help develop a more accurate and complete Guaranteed Maximum Price (GMP) which will eventually be included in a future, separate Construction Services Agreement.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Preconstruction Services Agreement with Frank Schipper Construction Company for an amount of $53,355.00 for the West Campus Classroom & Office Building project.

Administrator Initiating Item: Julie Hendricks, Sr. Director – Facilities, Planning & Campus Development

Approved by: Joseph E. Sullivan, Vice President, Business Services
PRECONSTRUCTION SERVICES AGREEMENT

(West Campus Classroom and Office Building Lease-Leaseback Project)

This Preconstruction Services Agreement ("Agreement") is entered into by the SANTA BARBARA COMMUNITY COLLEGE DISTRICT, a public Community College District duly organized and existing under the laws of the State of California ("District"), and FRANK SCHIPPER CONSTRUCTION COMPANY, a corporation duly organized and existing under the laws of the State of California ("Contractor"), as of October 25, 2013 ("Effective Date"), for the purposes of providing value design service work associated with construction documents and plans for the construction of the West Campus Classroom and Office Building Project on the campus of Santa Barbara City College ("Project").

RECITALS

A. Contractor and District desire to enter into a lease-leaseback arrangement for the construction of the Project pursuant to Education Code section 81335. This arrangement will be documented by a Site Lease, Facilities Lease, and Construction Services Agreement ("Lease-Leaseback Documents.")

B. Pursuant to Education Code section 81332, the District has adopted Plans and Specifications for the Project prior to entering into the Lease Leaseback Documents.

C. District has retained KBZ Architects ("Architect") to prepare Plans and Specifications for the Project.

D. District has retained Lundgren Management Corporation ("CM") to provide construction management services in connection with the Project.

E. Contractor desires to provide consulting services to the District with respect to development of the Project and represents that it has the knowledge and experience necessary to perform the services set forth in this Agreement.

F. The parties acknowledge that the Contractor and District will negotiate and approve Lease-Leaseback Documents which utilize a guaranteed maximum price equal to the entire construction budget for the Project, and which guaranteed maximum price will not include the fee provided herein.

NOW THEREFORE, the parties agree as follows:

ARTICLE I
SCOPE OF CONTRACTOR'S SERVICES

1. Scope. The Contractor’s services include those described in this Article and, in general, all those necessary in preparation for development and construction of the Project.
2. **Collaboration.** Contractor shall collaborate with Architect, CM, and District to implement execution of the Project in accordance with the Plans and Specifications. The intent of the Lease Leaseback Documents is to create a team that collaboratively harnesses the talents and insights of all participants to optimize project results, increase value to the District, minimize risk to the Contractor and Architect, reduce waste, and maximize efficiency through all phases of design, fabrication, and construction. Contractor shall advise District regarding site use and improvements, and the selection of materials, building systems and equipment. Contractor shall provide ongoing review and recommendations on the following: (i) construction feasibility; (ii) actions designed to minimize adverse effects of labor or material shortages; (iii) time requirements for procurement, installation and construction completion; and (iv) factors related to construction cost, including estimates of alternative designs or materials, preliminary budgets and possible economies.

3. **Project Schedule.** Contractor will prepare a critical path method Project schedule, which includes all milestone dates including, but not limited to, DSA deferred submittals, agency approvals, utility services approvals, subcontractor bidding, buyout, preparation and submittal of Contractor's guaranteed maximum price proposal for construction of the Project, preparation of shop drawings and samples, delivery of materials or equipment requiring long-lead-time procurement, phasing, construction sequencing and durations, and District move-in and occupancy requirements. The Project Schedule shall be prepared with Primavera P3 or P6. The Contractors Project Schedule shall be used as a baseline for the Construction Services Agreement and shall be distributed to subcontractors during the bidding and establishment of the Guaranteed Maximum Price ("GMP").

4. **Meetings.** Contractor shall attend regular Project coordination meetings during Project development between District, Architect, CM, and other consultants of the District as required. CM shall make a written record of all such meetings documenting the discussions and decisions made. Contractor may be requested to make formal presentations to the governing board of District.

5. **Cost Estimate.** Contractor shall collaborate with CM, Architect, and District with respect to CM's preparation of a detailed cost estimate for the Project, which estimate shall be the basis for negotiations of the GMP for the Lease-Leaseback Documents. Contractor's duties with respect to the cost estimate shall include, upon request, obtaining subcontractor pricing for particular elements of the Project. However, subcontractor bidding in connection with development of the GMP for the Project is outside the scope of this Agreement, and Contractor shall not be entitled to compensation for any time spent in connection with the bidding process.

6. **Value Engineering.** Contractor shall pursue opportunities to create additional value by identifying options to reduce capital or life cycle cost, improve constructability and functionality, or provide operational flexibility, while satisfying the District's programmatic needs. Contractor shall develop Value Engineering Proposals ("VEP") for District and Architect approval for alternative systems, means, methods, finishes, equipment and the like that satisfy the general design criteria of the Project, but
which result in savings of time or money in constructing or operating and maintaining the Project. Each VEP shall describe the proposed change, identify all aspects of the Project affected by the change, specify the cost or time savings to be achieved if the VEP is accepted, and detail any anticipated effect on the Project’s service life, economy of operation, ease of maintenance, appearance, design or safety standards. Completion of each VEP, including District and Architect approval of each VEP, is to be achieved sufficiently in advance to permit Architect to complete the construction document phase of the design and permit Architect to secure DSA approval.

7. **Extent of Contractor’s Responsibility.** The recommendations and advice of Contractor concerning design alternatives shall be subject to review and approval of the District and the District’s consultants. It is not Contractor’s responsibility to ascertain that the Plans and Specifications are in accordance with applicable laws, statutes, ordinances, building codes, rules and regulations. However, if Contractor recognizes that portions of the Plans and Specifications are at variance therewith, Contractor shall promptly notify Architect and the District in writing. Notwithstanding the foregoing, Contractor represents that as part of the scope of this Agreement, Contractor shall carefully examine the site at which the work will be performed and the Plans and Specifications and other associated documents; perform all reasonable investigations essential to a full understanding of the difficulties that may be encountered in performing the work; be familiar with the terms and conditions thereof; and acquaint itself through reasonable discovery with the conditions under which the work is to be performed, including, without limitation, applicable laws, codes and other restrictions (including any restrictions identified by the District and that are related to the District’s education program and/or requirements at the Project site), local labor conditions, local weather patterns, restrictions in access to and from the Project site, prior work performed by others on the Project, and obstructions and other conditions relevant to the work, the site of the work and its surroundings.

8. **Constructability Review.**
The Construction Manager will be performing a constructability review for the Project. The Contractor agrees to cooperate and with Construction Manager in connection with the constructability review and provide input into the review. Contractor’s input may include, but is not limited to, means and methods, trade efficiency, cost and material availability, and schedule impact.

9. **Bonding Capacity.** Contractor shall provide District with satisfactory evidence of Contractor’s ability to provide payment and performance bonds for construction of the Project.

**ARTICLE II**

**DISTRICT’S RESPONSIBILITIES**

The District shall provide to the Contractor information regarding requirements for the Project, including information regarding the District’s objectives, schedule, constraints and criteria.

**ARTICLE III**

3
COMPENSATION TO THE CONTRACTOR

1. The District agrees to pay the Contractor for full performance of all services contemplated under the terms of this Agreement, a not-to-exceed fee of $________, ("Basic Fee"). Contractor shall keep track of work completed, and maintain documentation to substantiate such work, including a description of the work provided, hours worked, and expenses. Contractor shall bill for labor on an hourly basis in accordance with the rate schedule attached hereto as Exhibit A. The Basic Fee includes all costs and expenses associated with the performance of the Scope of Services under this Agreement, including the costs of hiring sub-consultants and other professionals necessary to complete the Scope of Services. Contractor shall track time and expenses for preconstruction services only until such time as Contractor submits a GMP proposal to the District which is accepted and approved by District.

2. Contractor shall submit an invoice for its fees to District on a monthly basis, and District will pay each invoice within 30 days of receipt. At District’s option, District may defer payment of up to 50% of Contractor’s fees incurred for preconstruction by including the deferred fees as a line item in the GMP. The deferred fees will then be billed and paid as part of Contractor’s first progress payment in connection with construction of the Project. In the event the Contractor is terminated for any reason and does not perform the construction phase of the Project, the Contractor shall retain the fees paid though the point of such termination.

ARTICLE IV
CONSULTANTS

1. Contractor shall submit, for written approval by the District, the names of any consultants proposed for the Project. Nothing in this Agreement shall create any contractual relation between the District and any consultant employed by the Contractor under the terms of this Agreement.

2. Contractor’s consultants shall be licensed to practice in California and have relevant experience with California public school design and construction during the last five years. If any consultant of the Contractor is not acceptable to the District, then that individual shall be replaced with an acceptable competent person at the District’s request.

ARTICLE V
TERMINATION

1. This Agreement may be terminated by either party upon 14 days written notice to the other party in the event of a substantial failure of performance by such other party, including insolvency of Contractor or if the District should decide to abandon or indefinitely postpone the Project.

2. In the event of a termination based upon abandonment or postponement by District, the District shall pay to the Contractor for all services performed and all expenses incurred under this agreement supported by documentary evidence, including
payroll records, and expense reports up until the date of the abandonment or postponement, plus any sums due the Contractor for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents, whether delivered to the District or in the possession of the Contractor.

3. This Agreement may be terminated without cause by District upon 14 days written notice to the Contractor. In the event of a termination without cause, the District shall pay to Contractor for all services performed and all expenses incurred under this Agreement supported by documentary evidence, including payroll records, and expense reports up until the date of notice of termination, plus any sums due the Contractor for Board approved extra services. In ascertaining the services actually rendered hereunder up to the date of termination of this Agreement, consideration shall be given to both completed work and work in process of completion and to complete and incomplete drawings and other documents, whether delivered to the District or in the possession of the Contractor. Contractor and District expressly acknowledge that in the event of such termination, Contractor will not receive any additional termination costs, and that consideration for entry into this termination for convenience clause exists.

ARTICLE VI
INDEMNITY AND INSURANCE

1. To the extent permitted by law, Contractor agrees to indemnify, defend and hold District entirely harmless from all liability arising out of:

(a) Any and all claims under workers’ compensation acts and other employee benefit acts with respect to Contractor’s employees or Contractor’s consultants’ employees arising out of Contractor’s work under this Agreement;

(b) Liability for damages for: (1) death or bodily injury to person; (2) injury to, loss or theft of property; (3) any failure or alleged failure to comply with any provision of law; or (4) any other loss, damage or expense arising under either (1), (2), or (3) above, sustained by the Contractor or any person, firm or corporation employed by the Contractor upon or in connection with the Project, except for liability resulting from the active and primary negligence, or willful misconduct of the District, its officers, employees, agents or independent contractors who are directly employed by the District;

(c) Any loss, including injury or death to persons or damage to property caused by any act, neglect, default or omission of the Contractor, or any person, firm or corporation employed by the Contractor, either directly or by independent contract, including all damages due to loss sustained by any person, firm or corporation including the District, arising out of, or in any way connected with the Project, including injury or damage either on or off District property; but not for any loss, injury, death or damages caused by active and primary negligence of the District.
The Contractor, at Contractor’s own expense, cost, and risk, shall defend any and all claims, actions, suits, or other proceedings to the extent of the above described indemnification that may be brought or instituted against the District, its officers, agents or employees, on any such claim or liability, and shall satisfy any judgment that may be rendered against the District, its officers, agents or employees in any action, suit or other proceedings as a result thereof.

2. District does hereby agree to indemnify, hold harmless, and defend Corporation, its employees, officers, agents, and consultants from any action taken by any person or entity attempting to challenge the propriety or legal authority of District to enter into this Agreement, the Lease-Leaseback Documents or any other related documents.

3. Contractor shall purchase and maintain policies of insurance with an insurer or insurers, qualified to do business in the State of California and acceptable to District which will protect Contractor and District from claims which may arise out of or result from Contractor’s actions or inactions relating to the Agreement, whether such actions or inactions be by themselves or by any consultant or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable. The aforementioned insurance shall include coverage for:

(a) Contractor shall carry Workers' Compensation and Employers Liability Insurance in accordance with the laws of the State of California.

(b) Comprehensive general and auto liability insurance with limits of not less than $2,000,000 combined single limit, bodily injury and property damage liability per occurrence, including: owned, non-owned and hired vehicles; broad form property damage; products/completed operations; and personal injury.

(c) Each policy of insurance required in (a) and (b) above shall name District and its officers, agents and employees, and Architect and CM, as additional insureds; shall state that, with respect to the operations of Contractor hereunder, such policy is primary and any insurance earned by District is excess and non-contributory with such primary insurance; shall state that not less than thirty (30) days’ written notice shall be given to District prior to cancellation. Contractor shall notify District in the event of material change in, or failure to renew, each policy. Prior to commencing work, Contractor shall deliver to District certificates of insurance as evidence of compliance with the requirements herein. In the event Contractor fails to secure or maintain any policy of insurance required hereby, District may, at its sole discretion, secure such policy of insurance in the name of and for the account of Contractor, and in such event Contractor shall reimburse District upon demand for the cost thereof.

ARTICLE VII
MISCELLANEOUS

1. Contractor, in the performance of this Agreement, shall be and act as an independent contractor. Contractor understands and agrees that Contractor and all of
Contractor’s employees shall not be considered officers, employees or agents of the District, and are not entitled to benefits of any kind or nature normally provided employees of the District and/or to which District’s employees are normally entitled, including, but not limited to, State Unemployment Compensation or Workers’ Compensation. Contractor assumes the full responsibility for the acts and/or omissions of Contractor’s employees or agents as they relate to the services to be provided under this Agreement. Contractor shall assume full responsibility for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes for the respective Contractor’s employees.

2. District shall not be responsible to Contractor for any claims or damages resulting from District’s failure to enter into Lease-Leaseback Documents.

3. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of any third party against either the District or Contractor.

4. The District and Contractor, respectively, bind themselves, their partners, officers, successors, assigns and legal representatives to the other party to this Agreement with respect to the terms of this Agreement. Contractor shall not assign this Agreement.

5. This Agreement shall be governed by the laws of the State of California.

6. This Agreement may be executed and delivered in any number of counterparts, each of which so executed and delivered shall be deemed to be an original and all of which shall constitute one and the same instrument.

7. If any provision of this Agreement shall be held invalid or unenforceable by a court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision of this Agreement.

8. This Agreement represents the entire Agreement between the District and Contractor and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended or modified only by an agreement in writing signed by both the District and the Contractor.

9. All notices, certificates or other communications hereunder shall be sufficiently given and shall be deemed to have been received forty-eight (48) hours after deposit in the United States mail in registered or certified form with postage fully prepaid:

**If to the Contractor:**
Paul Wiecekowski  
Frank Schipper Construction Company  
610 E. Cota St.  
Santa Barbara, CA 93103
If to District:
Joseph E. Sullivan
Santa Barbara Community College District
721 Cliff Drive
Santa Barbara, CA 93109

The Contractor and the District, by notice given hereunder, may designate different addresses to which subsequent notices, certificates or other communications will be sent.

10. If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default, or misrepresentation in connection with any of the provisions of this Agreement, the prevailing party shall be entitled to recover reasonable attorneys’ fees and other costs incurred in that action or proceeding, in addition to any other relief to which it may be entitled.

11. This Agreement is to be deemed to have been prepared jointly by the Parties hereto; any uncertainty or ambiguity existing herein shall not be interpreted against either Party but according to the application of rules of contracts generally.

12. Contractor acknowledges that District has the right to opt not to enter into the Lease-Leaseback documents or otherwise proceed with the Project with Contractor, whether for lack of funding, legal challenge to the lease-leaseback process, or any other reasons in District’s sole and absolute discretion.

IN WITNESS WHEREOF, the Parties have caused this Agreement to be executed by their respective duly authorized officers, as of the Effective Date.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

By: ___________________________

[District Signatory]

[LLB Entity]

By: ___________________________

[Signatory], [Title]
EXHIBIT A
Contractor’s Personnel Rate Schedule
**Hourly Billing Rates - Preconstruction**

The following are our proposed fully burdened and marked up billing rates for preconstruction services:

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
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<tr>
<td>Principal</td>
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<tr>
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</tr>
<tr>
<td>Estimator</td>
<td>$90.00</td>
<td>hr</td>
</tr>
<tr>
<td>Jr. Estimator</td>
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<tr>
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<tr>
<td>Project Engineer</td>
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</tr>
<tr>
<td>Project Administrator</td>
<td>$40.00</td>
<td>hr</td>
</tr>
<tr>
<td>Project Accountant</td>
<td>$45.00</td>
<td>hr</td>
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<td>Scheduler</td>
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<td>hr</td>
</tr>
<tr>
<td>General Superintendent</td>
<td>$120.00</td>
<td>hr</td>
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<tr>
<td>Superintendent</td>
<td>$85.00</td>
<td>hr</td>
</tr>
<tr>
<td>Assistant Superintendent</td>
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<td>hr</td>
</tr>
<tr>
<td>Foreman</td>
<td>$70.00</td>
<td>hr</td>
</tr>
<tr>
<td>Field Engineer</td>
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</tr>
<tr>
<td>Field Labor</td>
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AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO: BOARD OF TRUSTEES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM: PRESIDENT</td>
<td>October 24, 2013</td>
</tr>
<tr>
<td>SUBJECT: Notice of Completion, Drafting Lab Upgrades Project</td>
<td></td>
</tr>
<tr>
<td>REASON FOR BOARD CONSIDERATION</td>
<td>ITEM NUMBER</td>
</tr>
<tr>
<td>□ ACTION □ CONSENT □ FIRST READING □ SECOND READING □ INFORMATION □ REPORTS</td>
<td>6.1-f</td>
</tr>
<tr>
<td>ATTACHMENT(S)</td>
<td>1 page</td>
</tr>
</tbody>
</table>

BACKGROUND:

A Notice of Completion is a notice filed by the owner of a construction project, in the county records office, stating that construction has been completed and all creditors have been paid. Notification is sent to all parties involved that project is complete.

The Notice of Completion is for the Drafting Lab Upgrades project, Bid #687. Construction was completed 8/2/13.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Notice of Completion for the Drafting Lab Upgrades project.

Administrator Initiating Item: Julie Hendricks, Sr. Director – Facilities, Planning & Campus Development

Approved by: Joseph E. Sullivan, Vice President, Business Services
NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within ten days after completion. (See reverse side for complete requirements)

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described: 721 Cliff Drive, Santa Barbara, CA 93109-2394

2. The full name of the owner is the Santa Barbara Community College District.

3. The full address of the owner is 721 Cliff Drive, Santa Barbara, CA 93109-2394.

4. The nature of the interest or estate of the owner is: In fee.

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are: [not applicable]

6. A work of improvement on the property hereinafter described was completed on August 2, 2013. The work done was: Drafting Lab Upgrades, Bid #687

7. The name of the contractor, if any, for such work of improvement was EJS Construction, Inc.
   Date of Contract: 5/24/13

8. The property on which said work of improvement was completed is in the City of Santa Barbara, County of Santa Barbara, State of California.

9. The street address of said property is 721 Cliff Drive, Santa Barbara, CA 93109-2394.

Dated: October 25, 2013

Julie Hendricks AIA, Sr. Director – Facilities, Planning & Campus Development

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

VERIFICATION

I, the undersigned, say: I am the Director of Facilities, the declarant of the foregoing Notice of Completion, I have read said Notice of Completion and know the contents thereof, the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 25, 2013
at Santa Barbara, California.

Julie Hendricks AIA, Sr. Director – Facilities, Planning & Campus Development

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
AGENDA ITEM BACKGROUND

<table>
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<tr>
<td>FROM: PRESIDENT</td>
<td>October 24, 2013</td>
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<tr>
<td>SUBJECT: Notice of Completion, Resurface Parking Lot 1B at Main Entry Project</td>
<td>ATTACHMENT(S)</td>
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<td>REASON FOR BOARD CONSIDERATION</td>
<td>ITEM NUMBER</td>
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<td>6.1-g</td>
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<tr>
<td>□ REPORTS</td>
<td>1 page</td>
</tr>
</tbody>
</table>

BACKGROUND:

A Notice of Completion is a notice filed by the owner of a construction project, in the county records office, stating that construction has been completed and all creditors have been paid. Notification is sent to all parties involved that project is complete.

The Notice of Completion is for the Resurface Parking Lot 1B at Main Entry project, Bid #683. Construction was completed 8/26/13.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Notice of Completion for the Resurface Parking Lot 1B at Main Entry project.

Administrator Initiating Item: Julie Hendricks, Sr. Director – Facilities, Planning & Campus Development

Approved by: Joseph E. Sullivan, Vice President, Business Services
NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within ten days after completion. (See reverse side for complete requirements)

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described: 721 Cliff Drive, Santa Barbara, CA 93109-2394

2. The full name of the owner is the Santa Barbara Community College District.

3. The full address of the owner is 721 Cliff Drive, Santa Barbara, CA 93109-2394.

4. The nature of the interest or estate of the owner is: In fee.

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are: [not applicable]

6. A work of improvement on the property hereinafter described was completed on August 26, 2013. The work done was: Resurface Parking Lot 1B at Main Entry, Bid #683

7. The name of the contractor, if any, for such work of improvement was Berry General Engineering Contractors, Inc.

   Date of Contract: 4/26/13

8. The property on which said work of improvement was completed is in the City of Santa Barbara, County of Santa Barbara, State of California.

9. The street address of said property is 721 Cliff Drive, Santa Barbara, CA 93109-2394.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Dated: October 25, 2013

Julie Hendricks AIA, Sr. Director – Facilities, Planning & Campus Development

VERIFICATION

I, the undersigned, say: I am the Director of Facilities, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 25, 2013
at Santa Barbara, California

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Julie Hendricks AIA, Sr. Director – Facilities, Planning & Campus Development
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Notice of Completion, Pershing Park Storage Building Project

REASON FOR BOARD CONSIDERATION
☐ ACTION  ☒ CONSENT  ☐ FIRST READING
☐ SECOND READING  ☐ INFORMATION
☐ REPORTS

ITEM NUMBER
6.1-h

DATE
October 24, 2013

ATTACHMENT(S)
1 page

BACKGROUND:

A Notice of Completion is a notice filed by the owner of a construction project, in the county records office, stating that construction has been completed and all creditors have been paid. Notification is sent to all parties involved that project is complete.

The Notice of Completion is for the Pershing Park Storage Building project, Bid #682. Construction was completed 8/23/13.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Notice of Completion for the Pershing Park Storage Building project.

Administrator Initiating Item: Julie Hendricks, Sr. Director – Facilities, Planning & Campus Development

Approved by: Joseph E. Sullivan, Vice President, Business Services
NOTICE OF COMPLETION

Notice pursuant to Civil Code Section 3093, must be filed within ten days after completion. (See reverse side for complete requirements)

Notice is hereby given that:

1. The undersigned is owner or corporate officer of the owner of the interest or estate stated below in the property hereinafter described: 721 Cliff Drive, Santa Barbara, CA 93109-2394

2. The full name of the owner is the Santa Barbara Community College District.

3. The full address of the owner is 721 Cliff Drive, Santa Barbara, CA 93109-2394.

4. The nature of the interest or estate of the owner is: In fee.

5. The full names and full addresses of all persons, if any, who hold title with the undersigned as joint tenants or as tenants in common are: [not applicable]

6. A work of improvement on the property hereinafter described was completed on August 23, 2013. The work done was Pershing Parking Storage Building, Bid #682

7. The name of the contractor, if any, for such work of improvement was EJS Construction, Inc.
   Date of Contract: 4/26/13

8. The property on which said work of improvement was completed is in the City of Santa Barbara, County of Santa Barbara, State of California.

9. The street address of said property is 721 Cliff Drive, Santa Barbara, CA 93109-2394.

Dated: October 25, 2013
Julie Hendricks AIA, Sr. Director – Facilities, Planning & Campus Development

VERIFICATION

I, the undersigned, say: I am the Director of Facilities, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on October 25, 2013
at Santa Barbara, California.

Julie Hendricks AIA, Sr. Director – Facilities, Planning & Campus Development
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Renewal of eLumen Achievement Software, Client Services Agreement

REASON FOR BOARD CONSIDERATION
☐ ACTION ☑ CONSENT ☐ FIRST READING
☐ SECOND READING ☐ INFORMATION
☐ REPORTS

ITEM NUMBER
6.1-i

DATE
October 24, 2013

ATTACHMENT(S)
7 pages

BACKGROUND:

This is a routine renewal of the Districts contract with eLumen Collaborative for eLumen Achievement Software. eLumen Achievement Software provides the capability of defining, analyzing, and communicating data to track and analyze student achievement.

RECOMMENDATION:

It is recommended the Board of Trustees approve the Renewal of eLumen Achievement Software, Client Services Agreement.

Administrator Initiating Item: Jack Friedlander, Executive Vice President, Educational Programs

Approved by: Joe Sullivan, Vice President, Business Services
eLumen® Achievement Software
CLIENT SERVICES AGREEMENT

THIS CLIENT SERVICES AGREEMENT (the “Agreement”) is made July 22, 2013 and effective when executed by both Parties.

THE PARTIES TO THIS AGREEMENT

| eLumen® Collaborative, LLC, a Minnesota limited liability company | “Client”:
Santa Barbara City College, a public college organized under the laws of California |
| --- | --- |
| Address: 3325 Broadway Street Northeast
Minneapolis, Minnesota 55413 | Address: 721 Cliff Drive
Santa Barbara, CA 93109-2394 |

THE SERVICES

eLumen® has developed and is the owner of all right, title, and interest in and to certain computer programs and related documentation known as eLumen® Achievement Software (the “Software”). The Software provides Clients the capability of defining, analyzing, and communicating data to track and analyze student achievement. This Agreement sets forth the terms and conditions for Client’s access to and use of the Services on a secure basis through an Internet site hosted by eLumen®. eLumen® offers different service levels and the package purchased by Client is designated on the attached Fee Schedule. Client may upgrade service level by contacting eLumen® and agreeing to new Fee Schedule.

THE TERMS AND CONDITIONS

1. DEFINITIONS. The following definitions shall apply to this Agreement:

A. “AUP” shall mean the Acceptable Use Policy of eLumen®, as may be modified from time to time.

B. “Authorized Users” shall mean the students and personnel designated by Client.

C. “Client Data” refers to the data provided by Client that resides in Client’s services environment.

D. “Confidential Information” means any information, knowledge, and know-how, not known to the general public and disclosed by a party to the other party under this Agreement that is marked as confidential or would normally be considered confidential under the circumstances. Client Data is Client’s Confidential Information. Confidential Information also includes any information regarding a party’s processes, services and products, designs, customer pricing, development plans, terms of service, audit reports, security processes and reports, marketing information, financial information, and business systems. Confidential Information does not include any information that: (i) is or becomes publicly available without breach of this Agreement, (ii) was known to a party prior to the date of this Agreement and can be proven so through documentation, (iii) is received from a third party who did not acquire or disclose the same by a wrongful act; or (iv) can be shown by documentation to have been independently developed by a party without reference to the other party’s Confidential Information.

E. “Content” means information and data uploaded to the Site by Client and its Authorized Users.

F. "Derivative Works" means a work that is based upon one or more pre-existing works, such as a revision, modification, translation, abridgment, condensation, expansion or any other form in which such a pre-existing work may be recast, transformed or adapted, and that, if prepared without authorization by the owner of the pre-existing work, would constitute copyright infringement.

G. “Documentation” means any and all text material that describes the design, functions, operation, and use of the Services or the Software. The Documentation shall consist of all on-line screens designed for instructional purposes, operator and user manuals, training materials, guides, listings, specifications, and other materials for use in conjunction with the Software.
H. "Enhancements" means any and all changes or additions to the Software, including new releases and versions thereof other than Modifications that add new functions to, or substantially improve performance of, the Software.

I. "FERPA" means the U.S. Family Educational Rights and Privacy Act.

J. "Intellectual Property" means any and all intellectual property associated with the Software, Modifications and Enhancements, including, without limitation, designs, formulas, procedures, methods, apparatus, ideas, creations, improvements, works of authorship, materials, processes, inventions, techniques, data, know-how, show-how, algorithms, programs, subroutines, tools, patents and patentable materials, copyrights and copyrightable materials, and trade secrets.

K. "Modifications" means any and all changes or additions to the Software, other than Enhancements, that correct errors therein or support new releases thereof.

L. "Party" means either eLumen® or Client and "Parties" means both.

M. "Services" means access through the Site to the Software, use of the Site to upload Content, information on and support for the use of the Services and Software, and such additional and ancillary services and products, which may become available on the Site.

N. "Site" means the password-protected secure internet site hosted and controlled by eLumen® to which Client shall be provided access to the Services for the purposes of using the Software.

O. "Software" means the computer programs and any Documentation related to and comprising the eLumen® Achievement Software, a unique and proprietary software application residing on a server and accessed through a web environment that provides organizations with the capability of defining, documenting, and communicating on the achievements of students. Unless the context indicates otherwise, as used herein, "Software" includes Enhancements and Modifications.

P. "Third Party Product" means software or other technology owned by a third party that is or will be incorporated into or can reasonably be foreseen as likely to be used in connection with the Software, Modifications or Enhancements.

Q. "Business Day" means Monday through Friday excluding holidays as specified in the Business Schedule published in the elumen.info website, starting at 8:00 AM Central Time and Ending at 5:00 PM Central Time.

2. TERM. The Initial Term of this Agreement commences on the Effective Date outlined in Schedule A and terminates on September 30, 2014. Thereafter, it will automatically be renewed for successive one (1) year Renewal Terms unless either Party gives the other Party written notice of non-renewal, at least sixty (60) days before the day on which the Initial Term or Renewal Term would expire.

3. FEES.

A. The Fees payable by Client appear on the Fee Scheduled attached and incorporated by reference. At the end of the Initial Term or at any time during any Renewal Term, eLumen® may increase the fees appearing on the Fee Schedule upon 30 days' notice. If eLumen® increases the fees charged hereunder, then Client will have an option to terminate this Agreement during the 30 days immediately after eLumen® notifies Client of the increase in fees. Invoices submitted to Client will be due to eLumen® within thirty (30) days of the date on the invoice. Any balances outstanding after thirty (30) days will be subject to a one percent (1%) late fee, or the highest amount allowed by applicable law, whichever is less.

B. Client shall be responsible for any applicable sales or use taxes arising out of or in connection with this Agreement, other than taxes levied or imposed based upon eLumen's income. In the event that eLumen® pays any such taxes on behalf of Client, eLumen® shall invoice Client for such taxes and Client agrees to pay such taxes in accordance with this Agreement.

4. CLIENT'S RIGHTS AND OBLIGATIONS. Client agrees to the following:
A. Upon eLumen's acceptance of Client's order and for Term, Client has the nonexclusive, non-assignable, royalty free, worldwide limited right to use the Services solely for Client's internal business operations and subject to the terms of the Agreement.

B. In order to use or access the Services, Client will obtain access to the Internet, either directly or through devices that access web-based content, and pay any service fees associated with such access, and provide all equipment necessary to make such Internet connection.

C. Prior to accessing the Site and using the Services, Client will designate its Authorized Users and assign usernames and passwords to each Authorized User. Client accepts full responsibility for safeguarding their access to the Services and for protecting the Services and Client's Content from unauthorized access. Client shall bind each Authorized User to compliance with the terms and conditions of this Agreement, which by their nature are intended to be applicable to Authorized Users.

D. eLumen* will be immediately notified of any loss or theft or unauthorized use of any of a user name, password, and/or other personal or company identification numbers that may be assigned by Client.

E. Client will, and will require Authorized Users to, access and use the Services only in compliance with applicable law and this Agreement.

F. Client has the requisite authority to use and store any confidential, proprietary or personally identifiable information included in the Content. Client is solely responsible for the development and use of Client Data. Without limiting the generality of the preceding sentence, Client is solely responsible for compliance of Client Data with all laws and regulations and the AUP.

G. Upon termination of this Agreement, Client's access to the Services and Software shall cease and Client shall promptly return all copies of any Documentation in its possession or control. Client shall delete all copies of Documentation residing in on or off-line computer memory, and destroy all copies of such Documentation. eLumen* shall be entitled to enter the Client's property to repossess and remove the Documentation. Client shall, within 10 business days from the effective date of the termination, certify in writing by an officer or director of the Client that all copies of the Documentation have been returned, deleted, and/or destroyed. In the absence of any direction from Client, eLumen* shall retain all Client Data for the time period specified in Section 5(F). Any time after the termination of this Agreement, Client may deliver a written request to eLumen* for the delivery to Client of the then most recent back up of the Client Data. eLumen* shall use reasonable commercial efforts to deliver the back-up to Client within 30 days of its receipt of such a written request, provided that Client has, at that time, paid all fees and charges outstanding at and resulting from termination of this Agreement. Client shall pay all reasonable expenses incurred by eLumen* in returning of Client Data. After delivery of the Client Data pursuant to this Section, eLumen* shall not longer be subject to the requirements of Section 5(F) and may destroy or otherwise dispose of any of the Client Data in its possession.

5. DATA SECURITY AND FERPA. eLumen's protocols for protection of Content and to ensure compliance with FERPA are as follows:

A. The Services are designed to store all sensitive and personally identifiable information in an encrypted format. Encrypted data elements include but are not limited to: First Name, Last Name, Email, Student Id, Login Id, and Phone Number.

B. Only Client's authorized representatives will have access to the encryption keys, which are required in order to view encrypted data. Accordingly, all private and sensitive Content will be indecipherable while it is "at rest" on the physical database. No FERPA-protected or confidential Content will be transmitted without encryption or on an unsecured network connection. During network transmissions, confidentiality of such data will be maintained via an industry standard SSL (Secure Socket Layer) connection.

C. eLumen* employees and agents have no access to FERPA-protected or confidential Content unless specifically authorized by Client and then only on a temporary basis for a specific purpose, e.g., troubleshooting during Support Services.
D. The Client controls the Content uploaded to Client's database and its disposition. eLumen's hosted environment for the Services provides for automatic daily back-ups of Client's Content. Client may request additional back-ups to store and maintain Content off-site.

E. eLumen will not access or disclose any Content entered by Client unless authorized by Client and/or compelled to do so by law. If eLumen is ordered to make such disclosure, eLumen will use its reasonable efforts both to notify Client and to allow it the opportunity to oppose such disclosure.

F. eLumen shall permit Client to retain Content stored on the Site for a minimum of three (3) years after termination of this agreement or the date of the last paid invoice, whichever is later.

6. PROPRIETARY RIGHTS. Client will retain all ownership and intellectual property rights in and to Client's Data. eLumen retains all of its ownership and license rights in the Software and all associated Modifications and Enhancements (including, without limitation, all Intellectual Property, Documentation and all Derivative Works). eLumen owns and retains all applicable rights to patents, copyrights, trademarks, trade secret rights, mask rights, trademark and service mark rights, and any and all other proprietary rights of any kind whatsoever (collectively, the "Rights") now existing or later arising in connection with the Software and any and all updates, improvements, Enhancements, Modifications or Derivative Works regardless of whether the Enhancements, Modifications or Derivative Works are suggested or developed by eLumen, Client, or any other person or organization. eLumen reserves the right to audit the Client's use of the Software with respect to features, functionality, and time without accessing confidential Content.

7. EARLY TERMINATION FOR DEFAULT.

A. eLumen shall have the right to immediately terminate this License upon any of the following Events of Default by Client: (i) Failure to make any payment when due to eLumen as required by this Agreement; (ii) Default in the performance of any covenant, term or provision of this Agreement regarding confidentiality; or (iii) Any unauthorized use of the Services other than as contemplated under this Agreement or otherwise authorized in writing by eLumen.

B. After the Initial Term, either Party may terminate this Agreement upon sixty (60) days written notice to the other Party.

8. SERVICE LEVEL AGREEMENT. The following sets forth eLumen's agreement with respect to service levels provided to Client.

A. eLumen provides IT support for the Services in the form of telephone support, monitored email support, remote assistance using Remote Desktop, and a Virtual Private Network where available. Coverage parameters are as follows:

• E-mail support (preferred): 9:00 A.M. to 5:00 P.M. Monday – Friday Central Time.

• E-mails received outside of office hours will be collected; however no action can be guaranteed until the next working day.

• Toll-free telephone support: 9:00 A.M. to 5:00 P.M. Monday – Friday Central Time.

• Calls received outside of office hours will be forwarded to a mobile phone service and best efforts will be made to answer / action the call.

B. Whenever possible, eLumen will respond to Service-related incidents and/or requests submitted by the Client within 24 business hours. Support will be provided in the shortest time frame possible depending on the complexity of the issue.

C. eLumen reserves the right to select a third-party/cloud hosting vendor, and to migrate to another vendor in the future should it be deemed advantageous to do so. All such third parties are under contractual obligations to ensure compliance with the FERPA and data security provisions contained in this Agreement.

Page 4
D. From time to time, the Services may be temporarily interrupted or curtailed due to equipment modifications, upgrades, relocation, repairs and other similar activities necessary during the operation and upgrade of the Services. eLumen* will post notice of periodic interruptions of the Services or "maintenance windows" from time to time to perform such activities and no reduction of payments will be made in the case of such temporary interruption of Services or "maintenance windows" previously posted. In the event of a temporary interruption in Services that is outside of such "maintenance windows" and is caused by a failure in the Software or servers or network connections, eLumen* shall issue to Client credits, to be used against future service fees, in an amount equal to the pro rata portion of the Fee paid by Client for the portion of the Services not furnished as a result of such interruption in Services, provided, however, that in no event shall eLumen* be liable for interruption or delays in transmission or errors or defects in transmission or failure to transmit caused by causes beyond its control, including without limitation acts of God or failure of any internet provider. In no event shall eLumen* be liable for any damages due to interruption of Services.

9. DISCLAIMER. eLumen* DOES NOT GUARANTEE THAT THE SERVICES WILL BE PERFORMED ERROR-FREE OR UNINTERRUPTED, OR THAT eLumen* WILL CORRECT ALL SERVICES ERRORS. CLIENT ACKNOWLEDGES THAT eLumen* DOES NOT CONTROL THE TRANSFER OF DATA OVER COMMUNICATIONS FACILITIES, INCLUDING THE INTERNET, AND THAT THE SERVICE MAY BE SUBJECT TO LIMITATIONS, DELAYS, AND OTHER PROBLEMS INHERENT IN THE USE OF SUCH COMMUNICATIONS FACILITIES. eLumen* IS NOT RESPONSIBLE FOR ANY DELAYS, DELIVERY FAILURES, OR OTHER DAMAGE RESULTING FROM SUCH PROBLEMS.

10. LIMITATION OF LIABILITY. IN ORDER TO OFFER THE SERVICES AT A REASONABLE PRICE, CLIENTS AGREES THAT eLumen'S AGGREGATE LIABILITY UNDER THIS AGREEMENT WILL BE LIMITED TO THE AMOUNT CLIENT ACTUALLY PAID UNDER THIS AGREEMENT FOR THE SERVICES THAT GAVE RISE TO THE CLAIM DURING THE SIX (6) MONTHS PRECEDING THE CLAIM. CLIENT AGREES THAT IN NO EVENT SHALL eLumen* OR ITS AGENTS, EMPLOYEES, DIRECTORS OR SUPPLIERS BE LIABLE TO CLIENT, OR ANYONE CLAIMING THROUGH CLIENT, FOR (A) CLIENT'S INTENTIONAL ACTS, OMISSIONS OR NEGLIGENT ACTS; (B) FAILURE BY CLIENT TO COMPLY WITH CLIENT'S OBLIGATIONS UNDER THIS AGREEMENT, AND/OR APPLICABLE STATE, FEDERAL OR INTERNATIONAL LAW AND REGULATION; OR (C) INCIDENTAL, INDIRECT, SPECIAL OR CONSEQUENTIAL DAMAGES, REGARDLESS OF THE TYPE OF CLAIM FROM WHICH THEY ARISE, EVEN IF THE POSSIBILITY OF SUCH DAMAGES WAS FORESEEABLE. FURTHER, CLIENT AGREES THAT REGARDLESS OF THE NATURE OR AMOUNT OF A CLAIM MAY HAVE AGAINST eLumen*, THE LIABILITY OF eLumen* AND ITS AGENTS, EMPLOYEES, DIRECTORS OR SUPPLIERS HEREUNDER IS LIMITED SOLELY TO CLIENT'S DIRECT DAMAGES.

11. CONFIDENTIAL INFORMATION. Each party will protect the other party's Confidential Information with the same standard of care it uses to protect its own Confidential Information or in a commercially reasonable manner, whichever is greater. Except as allowed in this Agreement, neither party will use or disclose Confidential Information, except to Affiliates, employees, and agents who have agreed in writing to keep it confidential. Each party (and any Affiliates, employees, and agents to which it has disclosed Confidential Information) may use Confidential Information only to exercise rights and to fulfill its obligations under this Agreement, while using reasonable care to protect such Confidential Information. To the extent of any conflict between this Section 11 and Section 5 hereof, Section 5 will control.

12. MUTUAL INDEMNIFICATION. eLumen* and Client (each an "Indemnifying Party") will defend the other party ("Indemnified Party") against any claim, demand, suit or proceeding made or brought against Indemnified Party by a third party arising out of the Indemnifying Party's actual or alleged negligence, willful misconduct, violation of law, or breach of this Agreement by the Indemnifying Party (a "Claim"), and will further indemnify the Indemnified Party from any damages, attorney fees and costs finally awarded against the Indemnified Party as a result of, or for any amounts paid by Indemnified Party under a court-approved settlement of, a Claim.

13. ATTORNEY FEES. If any legal action is necessary to enforce this License, the prevailing Party shall be entitled to reasonable attorney fees, costs, and expenses in addition to any other relief to which it may be entitled.
14. NOTICE. All notices required or permitted to be given by one Party to the other under this Agreement shall be sufficient if sent by certified mail, return receipt requested, to the Parties at the respective addresses set forth above or to such other address as the Party to receive the notice has designated by notice to the other Party.

15. GOVERNING LAW; JURISDICTION AND VENUE. This Agreement shall be governed by and construed under the laws of the State of Minnesota. Each of the Parties consents and agrees that all legal proceedings relating to the subject matter of this Agreement shall be maintained in courts sitting within the State of Minnesota, and that jurisdiction and venue for such proceedings shall lie exclusively with such courts. Service of process in any such proceeding may be made by certified mail, return receipt requested, directed to the respective Party at the address at which it is to receive notice as provided herein.

16. SEVERABILITY. If any provision of this Agreement is held invalid or otherwise unenforceable, the enforceability of the remaining provisions shall not be impaired thereby.

17. NO WAIVER. The failure by any Party to exercise any right provided for herein shall not be deemed a waiver of any right hereunder.

18. COMPLETE AGREEMENT. Appended to this Agreement is Schedule A, the Fee Schedule and together this Agreement and the Fee Schedule comprise the complete agreement of the Parties.

19. BINDING EFFECT; ASSIGNMENT. This Agreement shall be binding upon and inure to the benefit of the successors and assigns of each party. Neither this Agreement nor any of the rights or obligations hereunder shall be assigned or delegated by either party hereto without the prior written consent of the other party; provided, however, this Agreement may be assigned by eLumen* to an Affiliate or any person or entity which succeeds to the interests of eLumen* by reason of a merger, consolidation, or reorganization involving eLumen* or a sale of all or substantially all of the assets or equity of eLumen*.

20. NO THIRD PARTY BENEFICIARIES. There are no third-party beneficiaries to this Agreement.

21. SURVIVAL. The following Sections will survive expiration or termination of this Agreement: 1, 3(B), 4(G), 6, 9, and 10 through 20.

IN WITNESS WHEREOF, the Parties have executed this Agreement on the dates set forth first above, with full knowledge of its content and significance and intending to be legally bound by the terms hereof.

<table>
<thead>
<tr>
<th>For eLumen* Collaborative, LLC:</th>
<th>For Santa Barbara City College:</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Signature]</td>
<td>![Signature]</td>
</tr>
<tr>
<td>Name: David A. Shupe</td>
<td>Name: Jack Friedlander</td>
</tr>
<tr>
<td>Title: Chief Executive Officer</td>
<td>Title: Exec Vice President</td>
</tr>
<tr>
<td>Date: July 22, 2013</td>
<td>Date: Sept. 14, 2013</td>
</tr>
</tbody>
</table>
**SCHEDULE A: FEE SCHEDULE**

**Effective Date:**
*(TBD – the date when the college goes live on v 5.0 or higher)*

1. Fees for Client’s use of eLumen \(^*\) Achievement Software during the Initial Term (except as set forth in Section 3(A)) are: **$16,939** (will be due October 1, 2013 – the current license fee is paid through September 30, 2013).

2. Payment Term: Thirty (30) days after date of invoice.

3. Technical support fees associated with converting from on-premise version to the SaaS version of eLumen will be waived for conversions completed before December 31, 2013.

4. Requests for support that are beyond the scope of technical support for converting to SaaS ("Additional Support") may be made and shall be at billed at the eLumen’s then-current published rates (currently $140/hour).

5. This Fee Schedule may only be amended by the written agreement of the Parties.

By their signatures below, the Parties accept the foregoing Fee Schedule.

<table>
<thead>
<tr>
<th>For eLumen (^*) Collaborative, LLC:</th>
<th>For Santa Barbara City College:</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="signature1.png" alt="Signature" /></td>
<td><img src="signature2.png" alt="Signature" /></td>
</tr>
<tr>
<td>Name: David A. Shupe</td>
<td>Name: [Signature]</td>
</tr>
<tr>
<td>Title: Chief Executive Officer</td>
<td>Title: Executive Vice President</td>
</tr>
<tr>
<td>Date: July 9, 2013</td>
<td>Date: 9-16-13</td>
</tr>
</tbody>
</table>
AGENDA ITEM BACKGROUND

<table>
<thead>
<tr>
<th>TO: BOARD OF TRUSTEES</th>
<th>DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>FROM: PRESIDENT</td>
<td>October 24, 2013</td>
</tr>
<tr>
<td>SUBJECT: Resolution No. 7 (2013-14) Budget Transfer Between Major Objects</td>
<td>ATTACHMENT(S)</td>
</tr>
<tr>
<td>REASON FOR BOARD CONSIDERATION</td>
<td>ITEM NUMBER</td>
</tr>
<tr>
<td>☑ ACTION □ CONSENT □ FIRST READING</td>
<td>6.2-a</td>
</tr>
<tr>
<td>□ SECOND READING □ INFORMATION</td>
<td></td>
</tr>
<tr>
<td>□ REPORTS</td>
<td></td>
</tr>
</tbody>
</table>

BACKGROUND:

Under the provision of Education Code Sections §85200 and §85210, approval of the attached resolution for budget transfers between major objects is requested by the Board of Trustees. A budget transfer between major objects does not increase the overall expenditures of the adopted budget. These are routine budget adjustments to allow those with budgetary responsibility to reallocate funds to meet the changing fiscal needs in their area of responsibility.

RECOMMENDATION:

It is recommended the Board of Trustees approve Resolution No. 7 (2013-14) Budget Transfer between Major Objects.

Administrator Initiating Item: Lyndsay Maas, Controller

Approved by: Joseph E. Sullivan, Vice President, Business Services
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Re: BUDGET TRANSFERS BETWEEN MAJOR OBJECTS - FISCAL YEAR 2013-14

WHEREAS, the Santa Barbara City College District Board of Trustees on September 12, 2013 accepted an adopted budget for the fiscal year; and

WHEREAS, routine budget transfers between major objects have been requested by those with budgetary responsibility to better meet changing fiscal needs;

NOW, THEREFORE, BE IT RESOLVED that budget transfers be made resulting in the net effect as shown:

<table>
<thead>
<tr>
<th>Description</th>
<th>Fund</th>
<th>Major Object</th>
<th>Increase</th>
<th>Decrease</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund - Restricted</td>
<td>12064</td>
<td>400000-Supplies and Materials</td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Disabled Student Program - Special computer monitor needed for students</td>
<td>12064</td>
<td>600000-Capital Outlay</td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>Construction Fund</td>
<td>434500</td>
<td>100000-Academic Salaries</td>
<td>$12,000.00</td>
<td></td>
</tr>
<tr>
<td>Install electronic locks project- Stipends</td>
<td>434500</td>
<td>620000-Construction Contracting</td>
<td></td>
<td>$12,000.00</td>
</tr>
</tbody>
</table>

PASSED AND ADOPTED by the Board of Trustees of the Santa Barbara Community College District this 24th of October 2013, by the following vote:

Ayes:

Noes:

Absent:

Concur:

________________________________________________________________________

Dr. Lori Gaskin, President
Secretary to the Board of Trustees
TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Resolution No. 8 (2013-14) Augmentation of Revenue

DATE
October 24, 2013
ATTACHMENT(S)
1 page

REASON FOR BOARD CONSIDERATION
☒ ACTION ☐ CONSENT ☐ FIRST READING
☐ INFORMATION ☐ REPORTS

ITEM NUMBER
6.2-b

BACKGROUND:

Accounting is requesting the Board of Trustees approval of augmentation of restricted General Fund revenue.

This approval is required under the provision of Education Code Sections §85200 and §85210.

RECOMMENDATION:

It is recommended the Board of Trustees approve Resolution No. 8 (2013-14) Augmentation of Revenue.

Administrator Initiating Item: Lyndsay Maas, Controller

Approved by: Joseph E. Sullivan, Vice President Business Services
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: Augmentation to Revenue 2013-14

WHEREAS, additional revenue not included in the 2013-14 Adopted Budget has been received and needs to be appropriated, and

WHEREAS, Santa Barbara City College will receive budget adjustments for federal, state, and local programs that develop during the school year, and

WHEREAS, the following budget adjustments are necessary in externally funded programs:

<table>
<thead>
<tr>
<th>General Fund - Unrestricted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Library</strong></td>
</tr>
<tr>
<td>11000 Local Revenue 884020</td>
</tr>
<tr>
<td>Increase library printer revenue to correct budget</td>
</tr>
<tr>
<td>$ 30,000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>General Fund - Restricted</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cooperative Agencies Resource for Ed</strong></td>
</tr>
<tr>
<td>12046 State Revenue 862125</td>
</tr>
<tr>
<td>Increase allocation to match state approved allocation</td>
</tr>
<tr>
<td>Fourth year federal funds to assist in furthering education for disadvantaged students</td>
</tr>
<tr>
<td>Title V Express to Success Year 4</td>
</tr>
<tr>
<td>12083 Federal Revenue 819000</td>
</tr>
<tr>
<td>100000-Academic Salaries</td>
</tr>
<tr>
<td>200000-Classified Salaries</td>
</tr>
<tr>
<td>300000-Employee Benefits</td>
</tr>
<tr>
<td>400000-Supplies and Materials</td>
</tr>
<tr>
<td>500000-Other Operating Expenses</td>
</tr>
<tr>
<td>600000-Capital Outlay</td>
</tr>
<tr>
<td>$ 573,648</td>
</tr>
</tbody>
</table>

| Highland Get Focused Stay Focused |
| New SBCC Foundation award in support of higher education for high school students |
| 12116 Local Revenue 882000 | $ 150,000 |
| 100000-Academic Salaries | $ 40,000 |
| 200000-Classified Salaries | $ 20,000 |
| 300000-Employee Benefits | $ 6,352 |
| 400000-Supplies and Materials | $ 32,000 |
| 500000-Other Operating Expenses | $ 51,648 |
| $ 150,000 |

| Deputy Sector Navigator - Global Trade |
| New state funds to support workforce and economic development for students |
| 12117 State Revenue 865000 | $ 200,000 |
| 100000-Academic Salaries | $ 55,670 |
| 200000-Classified Salaries | $ 49,248 |
| 300000-Employee Benefits | $ 15,159 |
| 400000-Supplies and Materials | $ 6,684 |
| 500000-Other Operating Expenses | $ 70,739 |
| 600000-Capital Outlay | $ 2,500 |
| $ 200,000 |

| Science Technology Engineering Mathematics |
| Third year federal funds to assist in furthering education for disadvantaged students |
| 12121 Federal Revenue 819000 | $ 825,879 |
| 100000-Academic Salaries | $ 434,809 |
| 200000-Classified Salaries | $ 96,482 |
| 300000-Employee Benefits | $ 66,775 |
| 400000-Supplies and Materials | $ 6,600 |
| 500000-Other Operating Expenses | $ 221,213 |
| $ 825,879 |

Total Augmentation to Revenue: $ 1,786,431

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT the Santa Barbara City College Board of Trustees authorizes that the 2012-13 budget of income and expenditures be increased by:

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara Community College District on the 24th day of Oct 2013, by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Dr. Lori Gaskin, President
Secretary to the Board of Trustees
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT
SUBJECT: Resolution No. 9 (2013-14) Transfer from Fiscal Year 13-14 Ending Balance

REASON FOR BOARD CONSIDERATION
☑ ACTION ☐ CONSENT ☐ FIRST READING
☐ INFORMATION ☐ REPORTS

ITEM NUMBER
6.2-c

DATE
October 24, 2013
ATTACHMENT(S)
1 page

BACKGROUND:

Under the provision of Education Code Sections §85200 and §85210, it is requested the Board approve specific transfers from the unallocated ending balance of the general unrestricted fund in the accounts as detailed in the attachment.

RECOMMENDATION:

It is recommended the Board of Trustees approve Resolution No. 9 (2013-14) Transfer from Fiscal Year 13-14 Ending Balance.

Administrator Initiating Item: Lyndsay Maas, Controller

Approved by: Joseph E. Sullivan, Vice President Business Services
RESOLUTION
OF THE GOVERNING BOARD OF THE
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

RE: Transfer from Reserves 2013-14

WHEREAS, budget changes based on the developing needs of programs and or projects
are often required, and

WHEREAS, the following transfers result in an increase in the total amount
of the adopted budget:

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Fund #</th>
<th>Major Object</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund - Unrestricted</td>
<td>11000</td>
<td>451000</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>Tobacco-Free Greeters' supplies</td>
<td>11000</td>
<td>522000</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>

Total Augmentation to expenditures from Reserves: $16,200

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT the Santa Barbara City College Board of Trustees
authorizes that the 2012-13 budget of expenditures be increased by: $16,200

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara
Community College District on the 24th of October 2013, by the following vote:

Ayes: 
Noes: 
Absent: 
Abstain: 

Dr. Lori Gaskin, President
Secretary to the Board of Trustees
AGENDA ITEM BACKGROUND

TO: BOARD OF TRUSTEES
FROM: PRESIDENT

SUBJECT: Resolution No. 10 (2013-14) Transfer from Fiscal Year 12-13 Ending Balance

DATE
October 24, 2013

ATTACHMENT(S)
1 page

REASON FOR BOARD CONSIDERATION
☐ ACTION ☑ CONSENT ☐ FIRST READING
☐ INFORMATION ☐ REPORTS

ITEM NUMBER
6.2-d

BACKGROUND:

Under the provision of Education Code Sections §85200 and §85210, it is requested the Board approve specific transfers from the unallocated ending balance of the general unrestricted funds into the accounts as detailed in the attachment for the one-time 3% salary payout accrual.

RECOMMENDATION:

It is recommended the Board of Trustees approve Resolution No. 10 (2013-14) Transfer from Fiscal Year 12-13 Ending Balance.

Administrator Initiating Item: Lyndsay Maas, Controller

Approved by: Joseph E. Sullivan, Vice President Business Services
RE: Transfer from Reserves 2012-13

WHEREAS, budget changes based on the developing needs of programs and or projects are often required, and

WHEREAS, the following transfers result in an increase in the total amount of the adopted budget;

<table>
<thead>
<tr>
<th>Fund Name</th>
<th>Fund #</th>
<th>Major Object</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Fund - Unrestricted</td>
<td>11000</td>
<td>111010</td>
<td>$1,234,469</td>
</tr>
<tr>
<td>One-time 3 % salary payout accrual</td>
<td>11000</td>
<td>211040</td>
<td>$564,128</td>
</tr>
<tr>
<td></td>
<td>11000</td>
<td>341010</td>
<td>$463,403</td>
</tr>
</tbody>
</table>

Total Augmentation to expenditures from Reserves: $2,262,000

NOW, THEREFORE, BE IT HEREBY RESOLVED THAT the Santa Barbara City College Board of Trustees authorizes that the 2012-13 budget of expenditures be increased by: $2,262,000

PASSED AND ADOPTED BY THE Board of Trustees of the Santa Barbara Community College District on the 24th of October 2013, by the following vote:

Ayes:
Noes:
Absent:
Abstain:

Dr. Lori Gaskin, President
Secretary to the Board of Trustees