When the Governing Board determines to fill the vacancy by appointment, the Superintendent/President shall assure that there is ample publicity to and information for prospective candidates. Publicity shall include posting in three public places in the District and publication in a newspaper of general circulation. (Note: This publication, which is required by Government Code Section 6061, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)

The posted notice of vacancy shall include directions regarding applications or nominations of legally qualified candidates. Persons applying or nominated must meet the qualifications required by law for members of the Governing Board.

Persons applying for appointment to the Governing Board shall receive a letter from the Superintendent/President containing information about the District and the Board, and including a candidate information sheet to be completed and returned by a specific date.

The Board shall request personal interviews with candidates. Interviews will be conducted in a public hearing scheduled for that purpose.

Each Board member will review all candidate information sheets, with final selection made by a majority vote of the Board members at a public meeting called for that purpose.

Whenever a provisional appointment is made, the Board shall, within 10 days of the provisional appointment, post notices of both the actual vacancy or the filing of a deferred resignation and the provisional appointment in three public places in the District. It shall also publish a notice in a newspaper of general circulation. (Note: This publication, which is required by Government Code Section 6061, is only required to be published once. If there is no newspaper of general circulation published in the District, notice need not be published.)

The notice shall state the fact of the vacancy or resignation and the date of the occurrence of the vacancy or the date of the filing of, and the effective date of, the resignation. It shall also contain the full name of the provisional appointee to the Board, the date of appointment, and a statement that unless a petition calling for a special election, containing a sufficient number of signatures, is filed in the office of county superintendent of schools within 30 days of the date of the provisional appointment, it shall become an effective appointment.

A provisional appointment confers all powers and duties of a Governing Board member upon the appointee immediately following his/her appointment.

A person appointed to fill a vacancy shall hold office only until the next regularly scheduled election for Governing Board members. An election shall be held to fill the vacancy for the remainder of the unexpired term. A person elected at an election to fill the vacancy shall hold office for the remainder of the term in which the vacancy occurs or will occur.
Chapter Two: Board of Trustees

Legal References: Education Code Sections 5090 et seq.; Government Code Sections 1770 and 6061

Adopted: X
Board agendas are published and accessible to the public on the District’s website. A member of the public may request that an item be placed on a Board agenda by:

- Submitting a written request to the Superintendent/President describing the item to be placed on the agenda. The requestor shall provide both a proposed agenda title and a brief statement of the item not to exceed fifty words.
- The request shall include contact information for the individual making the request: name, phone number, email address and/or mailing address.

The Superintendent/President shall consult with the Board President regarding the request. The Superintendent/President may request additional information in order to determine whether the item requested relates to the business of Cabrillo Community College District. The Superintendent/President shall respond to the requestor within ten business days of the receipt of the request indicating the determination that either the matter will be placed on an agenda or that the item is not related to the business of the District. The time to respond to make the determination may be extended by the Superintendent/President, if necessary, until the information needed to evaluate the request is obtained.

While every effort shall be made to place the item on the agenda of the next regularly scheduled Board meeting that follows the request, the Superintendent/President and Board President have the sole right to determine when the item will be scheduled in order to ensure the orderly conduct of college business. Factors that affect the scheduling of the item include but are not limited to the public notice requirements under the Brown Act, previously identified items of college business requiring discussion and/or action, and time limitations for conducting the regular business of the college.

Placement of an item directly on the agenda of the Board permits the requestor and other members of the public to comment upon the matter with notice to the public and to the members of the Board of Trustees. Any such item placed upon the agenda shall be information only.

Acceptance of an item for inclusion on the agenda does not confer upon the requestor the right to direct or require preparatory staff to study, analyze, research, or review material related to the item.

Any item placed on the agenda by a member of the public is subject to all policies and procedure regulating the conduct of Board business.

Legal References: Education Code Section 72121;
BP 2210 titled Officers, BP 2340 titled Agendas, and BP 2345 titled Public Participation at Board Meetings

 Adopted: _____ 2014
An agenda shall be posted adjacent to the place of meeting at least 72 hours prior to the meeting time for regular meetings. The agenda shall include a brief description of each item of business to be transacted or discussed at the meeting. If requested, the agenda shall be provided in appropriate alternative formats so as to be accessible to persons with a disability.

No business may be acted on or discussed which is not on the agenda, except when one or more of the following apply:

- A majority decides there is an “emergency situation” as defined for emergency meetings;
- Two-thirds of the members (or all members if less than two-thirds are present) determine there is a need for immediate action and the need to take action came to the attention of the Board subsequent to the agenda being posted;
- An item appeared on the agenda of and was continued from a meeting held not more than five days earlier.

The order of business may be changed by consent of the Board.

The Superintendent/President shall establish administrative procedures that provide for public access to agenda information and reasonable annual fees for the service.

Members of the public may place matters directly related to the business of the District on an agenda for a board meeting by submitting a written summary of the item to the Superintendent/President. The written summary must be signed by the initiator. The Board reserves the right to consider and take action in closed session on items submitted by members of the public as permitted or required by law.

Agendas shall be developed by the Superintendent/President in consultation with the Board President. A member of the Board may request that an item be placed on a Board agenda by discussing the item with the Board Chair who may place the item on the agenda as part of his/her responsibilities pursuant to BP 2210 titled Officers or request an agenda item as part of the board meeting response to “Agenda for Next or Future Board Meetings”. In the event that two or more Board members submit a request in writing to the Board Chair or two or more Board members agree at a board meeting that an item be placed on the agenda, that item shall be placed on the Board agenda. The item may be noticed for information, discussion, or action.

Inclusion of an item placed on the agenda in this manner does not confer upon the requestor the right to direct or require preparatory staff study, analysis, research, or review of material related to the item.

Any direction to staff to study or provide analysis, research, or review of background material may come only as the result of action approved by a majority of the Board or do so.
Chapter Two: Board of Trustees

Agenda items submitted by members of the public must be received by the office of the Superintendent/President two weeks prior to the regularly scheduled board meeting. Agenda items initiated by members of the public shall be placed on the Board’s agenda following the items of business initiated by the Board and by staff. Any agenda item submitted by a member of the public and heard at a public meeting cannot be resubmitted before the expiration of a 90 day period following the initial submission.

Legal References: Education Code Sections 72121 and 72121.5; Government Code Sections 6250 et seq. and 54954 et seq.

Adopted: September 9, 2013
Revised: X
Participation in Local Decision Making

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Superintendent/President action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

**Faculty Senate(s) (Title 5 Sections 53200-53206)**
The Board or its designees will consult collegially with the Faculty Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Faculty Senate.

**Staff (Title 5 Section 51023.5)**
Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the classified group will be given every reasonable consideration.

**Students (Title 5 Section 51023.7)**
The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

See Administrative Procedure AP2510.
Chapter Two: Board of Trustees

References:

Education Code Section 70902(b)(7);
Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Staff), and 51023.7 (Students);
Accreditation Standard IV.A

Adopted: March 2, 1992
Revised: November 6, 1995
Revised: June 10, 2013
Revised: 2014
NOTE: The new language reflects the minimum policy requirements of the Education Code and Title 5.

The Board of Trustees is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for the Superintendent/President’s action under which the District is governed and administered.

Each of the following shall participate as required by law in the decision-making processes of the District:

Faculty Senate (Title 5 Sections 53200-53206)
The Board or its designees will consult collegially with the Faculty Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Faculty Senate.

From Current Cabrillo BP 2130 Faculty Role in Governance

Chapter 973, Statutes of 1988 enacted a new structure of governance for the California Community College system. In accord with this directive as implemented by Administrative Code, Title 5, it shall be the policy of the Cabrillo College Governing Board to consult collegially with the Cabrillo College Faculty Senate when adopting policies and procedures on academic and professional matters.

The President/Superintendent/President or his/her designee or Faculty Senate President or his/her designee, shall initiate the consultative process. While in the process of consulting collegially, the Faculty Senate shall retain the right to meet with or appear before the Governing Board of Trustees with respect to the views, recommendations, or representatives of the college, the Faculty Senate may present its views and recommendations to the Governing Board.

In consulting collegially, the Governing Board will reply primarily upon the advice and judgment of the Faculty Senate on all policies and procedures related to academic and
professional matters. The recommendations of the Senate will normally be accepted, and only in exceptional circumstances and for compelling reasons will the recommendations not be accepted. If a recommendation is not accepted, the Governing Board or its designee shall promptly communicate its reasons in writing to the Faculty Senate.

This does not deny the faculty’s collective bargaining representative its right to appoint faculty members to committees, task forces, or other groups where appropriate.

From Current Cabrillo BP 5170 Faculty Senate

In order that faculty may have a formal and effective procedure for participating in District governance, AB 1725 specifies that the Governing Board shall consult “collegially” with the appropriate, organized faculty leadership group. The Governing Board recognizes the Faculty Senate of Cabrillo College as the appropriate organized group to make recommendations, in a “primary reliance” manner, to the administration and Board with respect to academic and professional matters.

Consult “collegially” means that the District Governing Board of Trustees shall develop policies on academic and professional matters through either or both of the following:

1. Relies primarily upon the advice and judgment of the Academic Senate,
   OR

2. The Governing Board of Trustees, or its designee, and the Academic Senate shall reach mutual agreement by written resolution, regulation, or policy of the Governing Board effectuating such recommendations.

Academic and Professional matters means the following policy development matters:

1. Curriculum, including establishing prerequisites,
2. Degree and certificate requirements,
3. Grading policies,
4. Educational program development,
5. Standards or policies regarding student preparation and success,
6. College governance structures, as related to faculty roles,
7. Faculty roles and involvement in accreditation processes,
8. Policies for faculty professional development activities,
9. Processes for program review,
10. Processes for institutional planning and budget development,
11. Other academic and professional matters as mutually agreed upon.

Further, the faculty is authorized to:

1. Fix and amend by vote of the faculty the composition, structure and procedures of the Faculty Senate,
2. Select, in accordance with accepted democratic election procedures, the members and officers of the Faculty Senate.
The Faculty Senate shall present its views and recommendations to the Governing Board through regularly established channels. However, the Senate, after consultation with the administration, may present its views and recommendations directly to the Governing Board of Trustees.

**Classified Staff (Title 5 Section 51023.5)**

Classified staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the Classified staff will be given every reasonable consideration.

--- From Current Cabrillo BP 2140 Staff Role in Governance

Chapter 973, Statutes of 1988 enacted a new structure of governance for the California Community College system. In accord with this directive as implemented by Administrative Code, Title 5, it shall be the policy of the Cabrillo College Governing Board to provide for staff to effectively participate in college governance. Classified staff shall be represented for this purpose by the recognized bargaining unit and administrative, management and confidential staff through established staff councils and committees (faculty and academic staff roles are addressed under another Board policy). The Board directs the President/Superintendent/President or his/her designee to provide appropriate opportunities for jointly developing policy and procedure recommendations to the Governing Board of Trustees, where the Governing Board reasonably determines, in consultation with staff, that such policies or procedures have or will have a significant effect on staff. Except for emergency situations the Governing Board will not take action on matters significantly affecting staff until appropriate opportunity for consultation has been provided.

**Students (Title 5 Section 51023.7)**

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of district policies and procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

--- From Current Cabrillo BP 2150 Student Role in Governance

Chapter 973, Statutes of 1988 enacted a new structure of governance for the California Community College system. In accord with this directive as implemented by Administrative Code, Title 5, it shall be the policy of the Cabrillo College Governing Board to provide students the opportunity to participate effectively in district and college governance. The Cabrillo College Student Senate is recognized as the representative body of students to offer opinions and to make recommendations to the administration of the college and to the Governing Board of Trustees with regard to policies and procedures that have or will have a significant effect on students. The selection of student representatives to serve on college
committees, task forces, or other governance groups shall be made after consultation between the President/Superintendent/President and his/her designee and the Student Senate.

Except in unforeseeable emergency situations, the Governing Board will not take action on matters significantly affecting students until appropriated opportunity for consultation has been provided.

—from Current Cabrillo BP 2010 The Management Team

**Managers**
The Governing Board of the Cabrillo Community College District recognizes the importance of establishing a Management Team for the purpose of fulfilling its legal responsibility for the management of public education in the Cabrillo Community College District. The purposes of the Management Team are as follows:

1. To strengthen administration by improving communications, decision-making, conflict resolution, and other relationships as they relate to the administration of educational programs.
2. To strengthen the administration and educational service programs of the District through participatory administrative practices and procedures.

Although the Management Team concept places emphasis upon shared responsibility and authority, nothing in this policy is intended to limit the responsibility and authority of the Governing Board or the Superintendent/President ultimately to make decisions as prescribed by law.

A Management Team member is, for the purposes of this policy, any person defined as a “management employee,” having “significant responsibilities for formulating District policies or administering District programs,” and any person defined as a “supervisory employee” who has authority in the interest of the District to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward, or discipline other employees, or to assign work to and direct them, or to adjust their grievances or effectively recommend such action, provided that authority wielded is not merely routine or clerical in nature but requires the use of independent judgment. (Government Code Section 3540.1 [g] [m])

The Management Team shall include those Classified and Educational Administrators identified as Management by the Governing Board.

The specific objectives of the District’s Management Team are as follows:
1. To provide input into all proposed policies which directly affect the management and operation of the Cabrillo Community College District.
2. To provide open and frequent communication among the members of the Management Team.
3. To apply all available knowledge and information to the improvement of District services.
4. To evaluate proposals made by other employees and to make recommendations on the District’s response.
5. To encourage and to provide the leadership necessary to achieve the educational goals and objectives of the District.

Except for unforeseeable emergency situations, the Board shall not take any action on matters subject to this policy until the appropriate constituent group or groups have been provided the opportunity to participate.

Nothing in this policy will be construed to interfere with the formation or administration of employee organizations or with the exercise of rights guaranteed under the Educational Employment Relations Act, Government Code Sections 3540 et seq.

Legal References:
- Education Code Sections 70901-70902(b)(7) and 76060;
- Title 5 Sections 53200 et seq. (Academic Senate), 51023.5 (Classified Staff), and 51023.7 (Students)-53204;
- Accreditation Standard IV.A

Adopted: March 2, 1992
Revised: November 6, 1995
Reviewed: June 10, 2013
Revised: 2014
Faculty Participation

Operational Planning
There is operational consistency for all faculty. Faculty work with their Program Chairs and Deans on matters concerning curriculum and classroom operations. Faculty work together with administrators to determine the most effective methods to meet the needs of students, personnel, and the college.

Shared Governance
The Faculty Senate is responsible for formal recommendations regarding academic and professional matters (See Appendix: California Administrative Code Title 5 Section 53201, Cabrillo Board Policy 2130). The Faculty Senate Executive Board consists of an elected president, and an appointed Vice President, Secretary, and Treasurer. The Division Senators are comprised of two faculty elected from each of the five instructional divisions, plus one each from Counseling, Counseling and Educational Support Services, and the Library. The Watsonville Representative is a voting member. Senator-at-Large seats rotate every other year and are filled by election. Non-voting seats are held by a Student Senate Representative, the Student Learning Outcomes Assessment Coordinator, the Cabrillo College Federation of Teachers Liaison, the Cabrillo Classified Employee Union Liaison, and the Vice President of Instruction.

The Faculty Senate is also responsible for appointing faculty to college and district standing committees, peer review teams, and various college and district ad hoc committees. In addition, the Faculty Senate provides input into the prioritization process for new planning and resource requests through their appointments to the core mission workgroups and the College Planning Council. The Senate president meets regularly with the College President and Vice President of Instruction and the Director of Planning & Research to ensure college-wide faculty concerns are communicated and discussed. Faculty Senate meetings are open and all faculty are encouraged to communicate regularly with their representatives and to participate in Senate sponsored events, activities, and meetings. Senate minutes are posted on their website: http://cabrillo.edu/associations/facultysenate/minutes.html

Legally Defined Areas of Participation in Title 5 And Other Codes

Academic Senate
For the purposes of this Section, the term "academic and professional matters" means the following policy development and implementation matters:
1. curriculum, including establishing prerequisites and placing courses within disciplines
2. degree and certificate requirements
3. grading policies
4. educational program development
5. standards or policies regarding student preparation and success
6. district and college governance structures, as related to faculty roles
7. faculty roles and involvement in accreditation processes, including self-study and annual reports
8. policies for faculty professional development activities
9. process for program review
10. process for institutional planning and budget development
11. other academic and professional matters as are mutually agreed upon between the governing board and the academic senate
Other code sections that legally require participation by faculty:
1. Education Code Section 66450 - distribution of academic presentations
2. Education Code Section 87458 - administrative retreat rights
3. Education Code Section 87359 - equivalencies to minimum qualifications
4. Education Code Section 87360 - faculty hiring
5. Education Code Section 87663 - faculty evaluation
6. Education Code Section 87610.61 - faculty tenure
7. Education Code Section 87743.2 - faculty service areas
8. Title 5, Section 55022 - curriculum committees
9. Title 5, Section 53204 - academic senate/union agreements

**Collective Bargaining**
The Cabrillo College Federation of Teachers (CCFT) is the collective bargaining representative for all Cabrillo College faculty. CCFT often appoints representatives to committees and groups that deal primarily with employee contracts and benefit information and issues. Questions or concerns regarding faculty working conditions should be directed to CCFT representatives.

**Collective Bargaining: Legal Provisions**
Decision-making policies and implementation cannot detract from negotiated agreements on wages and working conditions. Faculty senate and bargaining representative may establish agreements as to consulting, collaborating, sharing or delegating (Title 5 §53204). The exclusive bargaining agent shall consult with the faculty senate prior to engaging in bargaining on: Faculty Evaluation (Ed Code §87663), Tenure (Ed Code §87610.6) and Faculty Service Areas (Ed Code §87743.2).

**Staff Participation**

**Operational Planning**
Classified staff have the responsibility and opportunity to participate in decision-making across the college. At the operational level, classified staff collaborate with other staff, administrators, faculty, and students within and across their departments, programs, and service areas to determine the most effective ways to meet the needs of the students, personnel, and the college. Different units have varying processes for how operational decisions are made and staff are encouraged to check with their supervisors, governance, and/or bargaining unit leaders for more detailed information.

**Shared Governance**
Recommendations and opinions of staff are given every reasonable consideration. The classified staff appoints representatives to various college committees through the collective bargaining unit, (CCEU). Classified staff shared governance participation is defined by Title 5 and Board Policies and Administrative Procedures. Classified staff provide input into the
prioritization for new planning and resource requests through their appointments to core mission workgroups and the College Planning Council. Classified staff are encouraged to communicate regularly through their representatives and are encouraged to participate in meetings, events, and other college wide activities.

**Collective Bargaining**
Classified staff have one collective bargaining unit that represents all classified employees on work related conditions. Questions or concerns regarding working conditions should be directed to the Cabrillo Classified Employee Union (CCEU) representatives. CCEU appoints representatives to shared governance committees and groups that deal with all aspects of college decision making, especially those that affect employee contracts, working conditions, and benefit information.

**Confidential employees – Meet and Confer Group**
“Confidential Employee” is an employee of the District who, in the regular course of his/her duties, has access to confidential information that contributes to the development of management proposals and decisions with respect to employer-employee relations (Government Code Section 3540.1(c)). As such, they are not a bargaining unit, but rather a meet and confer unit. This component has a representative presence on the CPC and selected shared governance committees.

**Student Participation**
The Associated Students of Cabrillo College (ASCC) Student Senate is responsible for representing all students to the college president, Faculty Senate, and college standing committees (Cabrillo Board Policy 2150, California Administrative Code Title 5 Section 51023.7). The ASCC Student Senate appoints eligible students to serve on a number of college standing committees, including the College Planning Council, and the Assessment Review Committee, among others. All Cabrillo students are represented on the Cabrillo Board of Trustees by a Student Trustee with an advisory vote (Cabrillo Board Policy 2150). The ASCC President or his or her designee is a member of the College Planning Council.

Each Cabrillo student has specific rights and responsibilities as a student enrolled in the college, which are defined by the Students Rights and Responsibility Handbook. All students are encouraged to make their voice heard by voting or participating in student elections and student clubs, by bringing issues to the attention of the ASCC Student Senate, or by contributing their opinions to occasional college surveys regarding student satisfaction with the college and specific departments and services.

**Shared Governance**
Students participate in decision-making processes in a variety of ways. The ASCC Student Senate meets regularly and appoints student representatives to governance groups and committees within the college. The ASCC Student Senate provides input to the prioritization process for new planning and resource requests through their appointments to the Student Learning Outcomes Committee, the Facilities Planning and Advisory Committee, and the College Planning Council. Students have a responsibility to gather information from these
meetings and to disseminate this information and collect feedback from their student peers.

**Students** (Education Code Section 51023.7)
Students shall be provided with opportunities to participate in the formulation and development of Board Policies and Administrative Procedures, and in those processes for jointly developing recommendations for action by the Board of Trustees, that the Board reasonably determines, in consultation with staff, have or will have a significant effect on students. Including:
1. grading policies
2. codes of student conduct
3. academic disciplinary policies
4. curriculum development
5. courses or programs which should be initiated or discontinued
6. processes for institutional planning and budget development
7. standards and policies regarding student preparation and success
8. student services planning and development
9. student fees within the authority of the District to adopt
10. any other Board Policy, Administrative Procedure or related matter that the district Board of Trustees determines will have significant effect on students.

**Administrator Participation**

**Operational Planning**
Administrators participate in decision-making processes in a variety of ways. In their local areas of responsibility, they are responsible for seeking faculty, staff, and student input to improve programs and services, as well as working with their direct supervisors and appropriate committees and work groups to represent the ideas and issues of their areas. Managers are responsible for facilitating department and unit program reviews and plans by faculty and staff, as well as for facilitating division or service area meetings where faculty and staff work together to prioritize any requests for college-wide resources coming from their academic or service areas.

All Deans, Vice Presidents, and select managers with broader campus responsibilities serve on the Admin Council, which meets monthly. When needed, managers provide formal input on governance issues to the college president.

The Instructional Deans have a monthly meeting with the Vice President of Instruction and the Director of Planning & Research to problem solve and discuss operational issues such as providing curriculum support to faculty, program compliance and regulatory changes, enrollment management, and coordinating overlapping programs and services.

The President’s Cabinet meets weekly and includes the President and all the Vice Presidents, and the Director of Planning & Research as needed. The President’s Cabinet is responsible for discussing overall college operational issues and making recommendations to the President based on input from their areas.

**Shared Governance**
Administrators are appointed to serve on a variety of Cabrillo College and District ad hoc and standing committees by the college president. The administrators provide input to the
prioritization process for new planning and resource requests through their appointments to the core mission workgroups and the College Planning Council. In addition, administrators have a responsibility to solicit opinions from faculty, staff, and students in affected areas, as well as give those opinions reasonable consideration before final decisions are made that affect those individuals.

**Meet and Confer**
Administrators who are directors, deans, and vice presidents are represented by the meet and confer group, Administrative Benefits Committee (ABC). Questions and concerns regarding working conditions should be directed to ABC representatives.

**Board of Trustees**

**Operational and Policy Planning**
The Governing Board is responsible for making formal decisions regarding academic and professional matters. This is done through the implementation of Board Policy. Board policy is the voice of the Governing Board and defines the general goals and acceptable practices for the operation of the District. It implements federal and state laws and regulations. The Governing Board, through policy, delegates authority to the Superintendent/President to administer the District. The Superintendent/President and District employees are responsible to reasonably interpret Board policy as well as other relevant laws and regulations that govern the District.

**Shared Governance**
In administering District policies, the Superintendent/President shall be guided by the knowledge that the Governing Board values an open interchange of ideas among all employees of the District. Nothing herein shall be interpreted as intended to interrupt the free and open flow of ideas and assistance among personnel at every level.

**Legal References:**  
*Education Code Section 70902(b)(7);*  
*Title 5 Sections 53200 et seq., 51023.5, and 51023.7;*  
*Accreditation Standards IV.A.2 and IV.A.5*

Approved: March 2, 1992  
Revised: July 10, 1995  
Revised: __________2014
Chapter Two: Board of Trustees

PARTICIPATION IN LOCAL DECISION MAKING

FACULTY ROLE IN GOVERNANCE

STAFF ROLE IN GOVERNANCE

STUDENT ROLE IN GOVERNANCE

Faculty Role in Governance

The President/Superintendent/President or his/her designee or the Faculty Senate President or his/her designee is responsible for the initiation and facilitation of appropriate collegial consultation on "academic and professional matters," as follows:

1. Curriculum, including establishing prerequisites and planning courses within disciplines.
2. Degree and certificate requirements
3. Grading policies
4. Educational program development
5. Standards or policies regarding student preparation and success
6. District and college governance structure, as related to faculty roles
7. Faculty roles and involvement in accreditation processes, including self study evaluation and annual reports
8. Policies for faculty professional development activities
9. Processes for program review
10. Processes for institutional planning and budget development, and
11. Other academic professional matters as mutually agreed upon between the Governing Board and the Academic Senate

The appointment of faculty members to serve on college committees, task forces, or other groups dealing with academic and professional matters shall be made, after consultation with the President/Superintendent/President or his/her designee, by the Faculty Senate. Notwithstanding the subsection, the faculty’s collective bargaining representative may seek to appoint faculty members to committees, task forces, or other groups.

Process Steps for Planning, Budgeting, and Program Review Decisions Requiring Primary Reliance on the Faculty Senate

1. Proposal developed for submittal to College Planning Council (CPC) by a CPC member, or a subcommittee or task force established by CPC.
2. Preliminary CPC review and discussion.
3. CPC representatives communicate with their constituencies concerning issues and decisions being discussed. Constituencies provide feedback and advice to their representatives.
4. Open forums, or other means of maximizing dialogue and input from the college community on critical issues may be sponsored by the CPC (optional).

5. CPC develops a recommendation, by consensus, if possible, otherwise, by majority vote.

6. The Faculty Senate reviews the recommendation.

7. The Superintendent/President reviews the recommendation.

8. The Superintendent/President and Faculty Senate attempt to resolve any differences and reach agreement on a recommendation to the Governing Board.

9. If the Superintendent/President and Faculty Senate agree, a single recommendation is submitted to the Board, with a sign off on the cover sheet by both the initiating administrator and Faculty Senate President.

10. If the Superintendent/President and Faculty Senate do not agree, the Faculty Senate will submit a separate recommendation.

11. In the event of disagreement the Superintendent/President’s recommendation will include a cover sheet indicating that the Faculty Senate disagrees, and that a separate proposal is being submitted.

12. The recommendation(s) is included in the monthly Governing Board agenda and Board book distributed to all constituency groups. Any constituency group may communicate a position to the Board during the scheduled agenda time.

13. The Board reviews the recommendation(s).

14. The Board takes action. Except in unusual cases requiring immediate action, the Board will first review the recommendation(s) as an information item (first reading), and then take action at the following meeting (second reading).

15. If the Board action is in agreement with the Faculty Senate recommendation, the decision is final.

16. If the Board action is not in agreement with the Faculty Senate recommendation, the decision is final, and the Board, through the Superintendent/President, will promptly communicate its reasons in writing to the Faculty Senate.

**Process Steps for Planning, Budgeting, and Program Review Decisions Which Do Not Require Primary Reliance on the Faculty Senate**

1. Proposal developed for submittal to CPC by a CPC member or a subcommittee or task force established by CPC.

2. Preliminary CPC review and discussion. CPC representatives communicate with their constituencies concerning issues and decisions being discussed.

3. Constituencies provide feedback and advice to their representatives.

4. Open forums, or other means of maximizing dialogue and input from the college community on critical issues may be sponsored by the CPC (optional).

5. CPC develops a recommendation by consensus, if possible, otherwise, by majority vote.

6. The Superintendent/President reviews the recommendation and submits a written recommendation to the Governing Board.

7. The recommendation is included in the monthly Governing Board agenda and Board book distributed to all constituency groups. Any constituency group may communicate a position to the Governing Board during the scheduled agenda time.

8. The Governing Board reviews the recommendation.

9. The Board takes action. Except in unusual cases requiring immediate action, the Board will first review the recommendation as an information item (first reading), and then take
action at the following meeting (second reading). At the first reading the Board may request additional analysis and/or consideration of additional alternatives, causing retracing of some of the earlier steps.

10. The resulting Board policy becomes official.

**Faculty Participation**

**Operational Planning**

There is operational consistency for all faculty. Faculty work with their Program Chairs and Deans on matters concerning curriculum and classroom operations. Faculty work together with administrators to determine the most effective methods to meet the needs of students, personnel, and the college.

**Shared Governance**

The Faculty Senate is responsible for formal recommendations regarding academic and professional matters (See Appendix: California Administrative Code Title 5 Section 53201, Cabrillo Board Policy 2130). The Faculty Senate Executive Board consists of an elected president, and an appointed Vice President, Secretary, and Treasurer. The Division Senators are comprised of two faculty elected from each of the five instructional divisions, plus one each from Counseling, Counseling and Educational Support Services, and the Library. The Watsonville Representative is a voting member. Senator-at-Large seats rotate every other year and are filled by election. Non-voting seats are held by a Student Senate Representative, the Student Learning Outcomes Assessment Coordinator, the Cabrillo College Federation of Teachers Liaison, the Cabrillo Classified Employee Union Liaison, and the Vice President of Instruction.

The Faculty Senate is also responsible for appointing faculty to college and district standing committees, peer review teams, and various college and district ad hoc committees. In addition, the Faculty Senate provides input into the prioritization process for new planning and resource requests through their appointments to the core mission workgroups and the College Planning Council. The Senate president meets regularly with the College President and Vice President of Instruction and the Director of Planning & Research to ensure college-wide faculty concerns are communicated and discussed. Faculty Senate meetings are open and all faculty are encouraged to communicate regularly with their representatives and to participate in Senate sponsored events, activities, and meetings. Senate minutes are posted on their website: http://cabrillo.edu/associations/facultysenate/minutes.html

**Collective Bargaining**

The Cabrillo College Federation of Teachers (CCFT) is the collective bargaining representative for all Cabrillo College faculty. CCFT often appoints representatives to committees and groups that deal primarily with employee contracts and benefit information and issues. Questions or concerns regarding faculty working conditions should be directed to CCFT representatives.
Staff Role in Governance

The President/Superintendent or his/her designee is responsible for the initiation of appropriate opportunities for staff participation in the development of policies and procedures that have or will have a significant effect on staff. Representatives designated to serve on college task forces, committees, or other governance groups which relate to these matters shall be selected from the category that they represent. Classified staff will be selected through the recognized bargaining unit. For administrative, management and confidential staff, selections will be made by or in consultation with these staff.

Operational Planning

Classified staff have the responsibility and opportunity to participate in decision-making across the college. At the operational level, classified staff collaborate with other staff, administrators, faculty, and students within and across their departments, programs, and service areas to determine the most effective ways to meet the needs of the students, personnel, and the college. Different units have varying processes for how operational decisions are made and staff are encouraged to check with their supervisors, governance, and/or bargaining unit leaders for more detailed information.

Shared Governance

Recommendations and opinions of staff are given every reasonable consideration. The classified staff appoints representatives to various college committees through the collective bargaining unit, (CCEU). Classified staff shared governance participation is defined by Title 5 and Board Policies and Administrative Procedures, and is noted as the Staff Role in Governance in AR2140 (soon to be AP2510):

"The President/Superintendent or his/her designee is responsible for the initiation of appropriate opportunities for staff participation in the development of policies and procedures that have or will have a significant effect on staff. Representatives designated to serve on college task forces, committees, or other governance groups which relate to these matters shall be selected from the category that they represent. Classified staff will be selected through the recognized bargaining unit. For administrative, management and confidential staff, selections will be made by or in consultation with these staff."

Classified staff provide input into the prioritization for new planning and resource requests through their appointments to core mission workgroups and the College Planning Council. Classified staff are encouraged to communicate regularly through their representatives and are encouraged to participate in meetings, events, and other college wide activities.

Collective Bargaining

Classified staff have one collective bargaining unit that represents all classified employees on work related conditions. Questions or concerns regarding working conditions should be directed to the Cabrillo Classified Employee Union (CCEU) representatives. CCEU appoints representatives to shared governance committees and groups that deal with all aspects of college decision making, especially those that affect employee contracts, working conditions, and benefit information.
Confidential Employee is an employee of the District who, in the regular course of his/her duties, has access to confidential information that contributes to the development of management proposals and decisions with respect to employer-employee relations (Government Code Section 3540.1(c)). As such, they are not a bargaining unit, but rather a meet and confer unit. This component has a representative presence on the CPC and selected shared governance committees.

Student Role in Governance

The President/Superintendent/President of the District is responsible for the initiation of appropriate opportunities for student participation in the development of policies and procedures that have or will have a significant effect on students, as follows:

1. Grading policies
2. Codes of student conduct
3. Academic disciplinary policies
4. Curriculum development
5. Courses or programs which should be initiated or discontinued
6. Processes for institutional planning and budget development
7. Standards and policies regarding student preparation and success
8. Student services planning and development
9. Student fees within the authority of the District to adopt
10. Policies and procedures pertaining to the hiring and evaluation of faculty and staff
11. Any other policy, procedure or related matter that the Governing Board determines will have a significant effect on students

The Associated Students of Cabrillo College (ASCC) Student Senate is responsible for representing all students to the college president, Faculty Senate, and college standing committees (Cabrillo Board Policy 2150, California Administrative Code Title 5 Section 51023.7). The ASCC Student Senate appoints eligible students to serve on a number of college standing committees, including the College Planning Council, and the Assessment Review Committee, among others. All Cabrillo students are represented on the Cabrillo Board of Trustees by a Student Trustee with an advisory vote (Cabrillo Board Policy 2150). The ASCC President or his or her designee is a member of the College Planning Council.

Each Cabrillo student has specific rights and responsibilities as a student enrolled in the college, which are defined by the Students Rights and Responsibility Handbook. All students are encouraged to make their voice heard by voting or participating in student elections and student clubs, by bringing issues to the attention of the ASCC Student Senate, or by contributing their opinions to occasional college surveys regarding student satisfaction with the college and specific departments and services.

Shared Governance

Students participate in decision-making processes in a variety of ways. The ASCC Student
Senate meets regularly and appoints student representatives to governance groups and committees within the college. The ASCC Student Senate provides input to the prioritization process for new planning and resource requests through their appointments to the Student Learning Outcomes Committee, the Facilities Planning and Advisory Committee, and the College Planning Council. Students have a responsibility to gather information from these meetings and to disseminate this information and collect feedback from their student peers.

Administrator Participation

Operational Planning
Administrators participate in decision-making processes in a variety of ways. In their local areas of responsibility, they are responsible for seeking faculty, staff, and student input to improve programs and services, as well as working with their direct supervisors and appropriate committees and work groups to represent the ideas and issues of their areas. Managers are responsible for facilitating department and unit program reviews and plans by faculty and staff, as well as for facilitating division or service area meetings where faculty and staff work together to prioritize any requests for college-wide resources coming from their academic or service areas.

All Deans, Vice Presidents, and select managers with broader campus responsibilities serve on the Admin Council, which meets monthly. When needed, managers provide formal input on governance issues to the college president.

The Instructional Deans have a monthly meeting with the Vice President of Instruction and the Director of Planning & Research to problem solve and discuss operational issues such as providing curriculum support to faculty, program compliance and regulatory changes, enrollment management, and coordinating overlapping programs and services.

The President's Cabinet meets weekly and includes the President and all the Vice Presidents, and the Director of Planning & Research as needed. The President's Cabinet is responsible for discussing overall college operational issues and making recommendations to the President based on input from their areas.

Shared Governance
Administrators are appointed to serve on a variety of Cabrillo College and District ad hoc and standing committees by the college president. The administrators provide input to the prioritization process for new planning and resource requests through their appointments to the core mission workgroups and the College Planning Council. In addition, administrators have a responsibility to solicit opinions from faculty, staff, and students in affected areas, as well as give those opinions reasonable consideration before final decisions are made that affect those individuals.

Meet and Confer
Administrators who are directors, deans, and vice presidents are represented by the meet and
confer group, Administrative Benefits Committee (ABC). Questions and concerns regarding working conditions should be directed to ABC representatives.

Board of Trustees

Operational and Policy Planning

The Governing Board is responsible for making formal decisions regarding academic and professional matters. This is done through the implementation of Board Policy. Board policy is the voice of the Governing Board and defines the general goals and acceptable practices for the operation of the District. It implements federal and state laws and regulations. The Governing Board, through policy, delegates authority to the Superintendent/President to administer the District. The Superintendent/President and District employees are responsible to reasonably interpret Board policy as well as other relevant laws and regulations that govern the District.

Shared Governance

In administering District policies, the Superintendent/President shall be guided by the knowledge that the Governing Board values an open interchange of ideas among all employees of the District. Nothing herein shall be interpreted as intended to interrupt the free and open flow of ideas and assistance among personnel at every level.

Legal References: Education Code Section 70902(b)(7); Title 5 Sections 53200 et seq., 51023.5, and 51023.7; Accreditation Standards IV.A.2 and IV.A.5

Approved: March 2, 1992 (AP 2130 and AP 2150) and April 6, 1992 (AP 2140)
Revised: July 10, 1995 (AP 2130)
Revised: 2014
Whenever an initial collective bargaining proposal is received from an exclusive representative of District employees, or whenever the District’s own negotiator presents an initial proposal, the following actions must be taken at public meetings of the Governing Board:

- The exclusive representative or the District must present the initial collective bargaining proposal orally or in writing to the Governing Board at a public meeting.

- The public shall have an opportunity to respond to the exclusive representative’s or District’s initial proposal at a subsequent public Governing Board meeting. The opportunity for public response shall appear on the Governing Board’s regular agenda. Public response shall be taken in accordance with the Board’s policies regarding speakers.

- After the public has an opportunity to respond to an initial proposal presented by the District, the Governing Board shall, at the same meeting or a subsequent meeting, adopt the District’s initial proposal. The adoption shall be indicated as a separate action item on the Board agenda. There shall be no amendment of the District’s initial proposal unless the public is again afforded a reasonable opportunity to respond to the proposed amendment at a public meeting.

- If new subjects of meeting and negotiating arise after the presentation of initial proposals, the following procedure shall be followed: all new subjects of meeting and negotiating, whether proposed by the exclusive representative or the District, shall be posted by the District in the same public place as it posts its agendas within 24 hours after their presentation in negotiations.

- When a request to reopen a collective bargaining agreement, as required by the agreement, is received from an exclusive representative or is made by the District, the public notice procedure outlined in this procedure shall be followed.

- When the District and the exclusive representative agree to amend an executed collective bargaining agreement in accordance with the agreement, the following procedure shall be followed:
  - The amendment shall appear on the agenda as a notice item, for action at a subsequent Governing Board meeting.
The public shall have an opportunity to respond to the amendment at a subsequent Governing Board meeting. The public response shall be indicated on the agenda.

*Legal Reference: Government Code Section 3547*

Adopted:
The Cabrillo College Governing Board authorizes the development and presentation of noncredit, FTES-generating courses in the following categories:

1. Elementary and secondary basic skills courses and other courses such as remedial academic courses in reading, mathematics, and language arts;
2. Courses in English as a second language, including vocational English as a second language;
3. Short-term vocational courses and programs with high employment potential;
4. Workforce preparation courses in the basic skills of speaking, listening, reading, writing, mathematics, decision making, problem-solving skills, and other courses required for preparation to participate in job-specific technical training;
5. Courses in citizenship for immigrants;
6. Parenting, including parent cooperative preschools, courses in child growth and development and parent-child relationships;
7. Courses and programs for persons with substantial disabilities;
8. Courses and programs for older adults;
9. Courses and programs in home economics; and
10. Courses in health and safety education.

Whenever a mutual agreement with a school district or other educational entity relating to responsibility for noncredit continuing education programs is required by state law, the President/Superintendent shall present an appropriate memorandum of understanding to the Board for approval. Noncredit courses and programs shall be developed, approved, and maintained in accordance with BP 3120, Program, Curriculum, and Course Development.

Legal Reference:
Education Code 84757

Adopted: April 4, 1988
Revised: June 10, 2013
Noncredit courses and programs that fit into the categories specified in BP 4028, Noncredit Courses and Programs, are initiated, reviewed, revised, and authorized by the Chancellor’s Office prior to offering according to the procedures described in AR 3120, Program and Curriculum Development and Planning.

Noncredit courses shall be submitted to the Chancellor’s Office for approval.

Adopted: December 5, 1994
Revised: April 11, 2013
LEARNING RESOURCE MATERIALS SELECTION AND RETENTION

Recognizing that education is more than exposure through lectures and other classroom experiences to the knowledge, ideas and values of society, and that the full range of exploration of the fields of knowledge includes classroom learning, self-directed study and reading, and individualized instructional resources, it is the policy of the Governing Board that the college shall make available in the library and in the learning center well-rounded collections of print and non-print learning materials which provide to students and staff:

1. Curriculum support
2. General information
3. Personal and recreational reading
4. Materials for professional growth
5. Cultural enrichment

The selection and retention of learning resource materials is the responsibility of the Library Director and the librarian faculty, with the approval of the Superintendent/President under authorization of the Governing Board. The Library Director and librarians will receive input from the faculty, administration, staff and students in determining items for addition to and deletion from the collections, in accordance with the current scope of the collection.

Legal Reference: Education Code Sections 1800 and 18172.

Adopted: April 4, 1988
Revised: August 6, 2012
LEARNING RESOURCE MATERIALS SELECTION AND RETENTION

1. Responsibility for Selection
   a. The Library Director has operational responsibility for selection of learning materials, with the assistance of the faculty librarians.
   b. Non-librarian faculty members are encouraged to suggest materials in their own areas of expertise and to make recommendations for materials for the development of the whole collection.
   e. This document applies to learning materials in any format, including print, electronic, audio-visual, etc.

2. General Criteria for Selection of Materials
   a. Known needs and interests of programs within the current curriculum.
   b. Anticipated needs and interests relating to materials purchased for the development of new courses. Attention is paid to the changing nature of the curriculum.
   c. Reference and research sources designed to support existing programs.
   d. Materials which focus on topics not directly related to the curriculum but which are important to the educational function of the college. These materials form a collection of representative works which satisfy broad informational and cultural needs and arouse intellectual curiosity and the development of critical thinking.
   e. A basic collection of resources designed to aid the professional staff in their teaching, administrative and support duties.

3. Specific Criteria for Various Types of Materials
   Books
   In general, the following factors will usually result in an item not being purchased:
   a. Another edition of the title is already in the collection. The extent of revision and the existence of new titles influence the decision to select a new edition.
   b. Cabrillo College does not aim for a collection of rare books or first editions, per se. Such items should meet the general selection criteria.
   c. Because of the repetition of information included in them and because they are often quickly outdated, textbooks are not normally ordered. Textbooks will generally be considered only if they represent the only and best source of information in the field.
   d. Only one copy of each item will normally be ordered as the collection is stronger with a variety of materials rather than with many copies of the same item. However, additional copies may be justified on the basis of timeliness, a class related purpose or demonstrated need.
   e. Research materials not needed for student assignments or at a level significantly above those of the Cabrillo College curriculum will not be purchased.
   f. No general materials will be purchased in languages which are not taught in the college except in extraordinary cases.
Periodicals and Newspapers

a. Periodicals and newspapers are to provide current information which has not yet or may not appear in book form.

b. Access to new theories, discoveries and trends should be available through general, trade and professional journals.

Non-print Materials

a. Non-print materials are to provide information in a variety of formats for class and individualized instruction and for personal development.

b. Non-print materials should be of appropriate format.

4. College Archives

The Archives of Cabrillo College consist of the principal publications of the college, including catalogs, periodicals, handbooks, reports, yearbooks, brochures, minutes of the Governing Board, and the Faculty Senate. Materials about the college and its history will also be kept in the Archives. The Library recognizes that it cannot function as a records management facility for the College, and will continue to prioritize materials added to the Archives. Materials will be stored in the best archival protective conditions that budget allows. Retrieval provided through the online catalog will be made available as funds and staff allow.

5. Intellectual Freedom

Cabrillo College subscribes to the Library Bill of Rights. The college attempts to keep a representative selection of materials on subjects that contribute to the academic progress and the needs of students and faculty. Materials representing different points of view on controversial issues provide an opportunity for open thought and communication. The fact that an item is in the Cabrillo College collection does not suggest an endorsement of the contents of the item by the Cabrillo College District.

6. Gifts

a. Gifts of materials or money will be accepted provided they comply with these policies and regulations, the provisions of Board Policy 1280, and provided there are no restrictions attached to such gift.

b. In regard to the donation of books and other instruction materials,
   1) The library shall have the prerogative to refuse gift books which do not meet selection criteria.
   2) It shall be made clear to the donor that a) the library will determine the classification, housing and circulation policies of all gifts as with purchased items, b) the library retains the right to dispose of duplicates and unneeded materials as it sees fit, c) the library shall not assign a value to the donation for tax or any other purpose.

Adopted: April 4, 2012
The District will grant college credit toward an AA/AS degree to students who earn scores of 3, 4, or 5 on advanced placement examinations given by the College Entrance Examination Board. College credit for International Baccalaureate and College Level Examination program scores will also be granted to students who follow the established Cabrillo College procedures.

Duplicated credit will not be granted to students who have external examination scores and take the equivalent college course.

See AR 3260

Legal Reference: Title 5 section 55753

Adopted: May 4, 1998
Revised: March 3, 2003
Revised: May 2, 2011
Students will receive credit for external examinations under the following conditions:

1. Transfer students will be subject to the regulations of the institution to which they are transferring as to acceptance or rejection of external examinations for credit towards the baccalaureate degree.

2. Information and restrictions on credit for external examinations and their use for Associate degree, certificate and transfer general education requirements will be listed in the current Cabrillo College Catalog.

3. Waivers from Cabrillo College’s assessment test will be given to students scoring 3, 4, or 5 on the corresponding Mathematics and English advanced placement (AP) examination; a score of 5 on the IB Mathematics HL examination and a score of 50 on one of the Mathematics examinations for CLEP listed in the Cabrillo Catalog.

Adopted: May 4, 1998
Revised: February 10, 2003
Revised: May 2, 2011
Reviewed: December 5, 2012 (IC)
Cabrillo College recognizes its responsibility to provide educational offerings in locations that will serve the diverse needs of residents of the community. In addition to courses offered at the Watsonville Center and the Scotts Valley Center, off-campus courses may be offered to reach students in district areas distant from the college and its Centers, to reach underrepresented populations, or to overcome facility limitations at the Aptos campus and the two Centers.

Off-campus courses are defined as those courses held at locations other than the main Aptos campus or the Education Centers in Watsonville and Scotts Valley. Courses taught at off-campus locations are equivalent to courses taught at the main campus in every respect, that is, in requisites, course content, number of total hours the course meets, and student responsibilities. This policy shall be consistent with the curriculum development policy approved by the Governing Board.

See AR 3140

Legal References: Education Code Sections 81524, 81529, 81530, 81531 and 81810

Adopted: April 4, 1988
Revised: August 1, 2011
The Dean of Education Centers shall recommend course offerings to the divisions and shall provide administrative coordination and supervision. This program shall be administered in accordance with the following regulations:

**I. Off-Campus Facilities:**
A. When reviewing possible off-campus facilities, primary consideration shall be cost and program needs.
B. The Watsonville Center and Scotts Valley Center will be used as the first choice of location for classes not taught at the Aptos campus.
C. Liability will be reviewed by the Vice President, Administrative Services.

**II. Program Development**
A. All courses shall be consistent with established curriculum development policies.
B. Course offerings at the Education Centers will be scheduled when possible to allow students to complete General Education, Career Technical Education and/or Transfer requirements within a two-year cycle.
C. Information from student surveys and other community contacts will be provided to divisions in order to assist in determining offerings.

**III. Personnel**
A. Faculty assignments will be arranged through the appropriate division.
B. The Dean of Education Centers may assist in identifying qualified faculty.

Revised: January 9, 1995
Revised: March 31, 2011
Reviewed: December 5, 2012
The District provides educational offerings during hours which will serve the needs of residents of the community, particularly the needs of working students. For that reason, the college will strive to offer a comprehensive offering of classes in the evening hours. Courses may be scheduled on Saturday or Sunday.

See AP 4710

Adopted: April 4, 1988
Revised: August 1, 2011
AP 4710
EVENING AND WEEKEND PROGRAMS

All courses taught in the evening program or on weekends shall be consistent with established curriculum development policies and are equivalent to courses taught in the day program in every respect, that is, in prerequisites, course content, number of total hours the course meets and student responsibilities.

- Evening courses are defined as courses that begin at 5:00 p.m. or later.
- Weekend courses are defined as those that begin at 5:00 p.m., or later, on Fridays, and/or are offered on Saturdays or Sundays.

The Office of Instruction shall coordinate administrative evening supervision.

Revised: December 5, 1994
Revised: March 31, 2011
Programs at Cabrillo College which are funded through a grant external to the college general fund are defined as “specially funded programs.” Cabrillo College recognizes that specially funded programs offer opportunities for the expansion and enrichment of the curriculum, for direct aid to students, and for other activities that advance the college mission. The college shall undertake carefully selected specially funded programs if they are consistent with the mission, goals and objectives of the college and approved by the Governing Board.

Legal Reference: None

Adopted: April 4, 1988
Revised: February 11, 2013
SPECIALLY FUNDED PROGRAMS

The Offices of Instruction, Student Services, Administrative Services and the President may recommend and provide administrative coordination for the development and supervision of Specially Funded Programs. These programs shall be administered in accordance with the following regulations:

A. Program Development
1. Requests for Proposals (RFP) shall be disseminated to appropriate college departments and staff.
2. Grant proposals shall be written and submitted with the prior approval of the affected component(s) and division(s).
3. Administrative Services shall be consulted in the budget development of proposals.
4. The Faculty Senate President shall be notified of proposals originating from the Instruction or Student Services components.
5. Proposals for Specially Funded Programs shall be summarized and submitted by the appropriate component to the Superintendent/President of the District as a Board information item.
6. Upon notification of the award of the grant for the Specially Funded Program a Board item recommending action shall be prepared and submitted by the appropriate component to the Superintendent/President. This item will include a description of the special grant funds and the required college matching funds.
7. Upon Board approval all necessary contracts will be signed and submitted to the funding agency.

B. Personnel Procedures
When appropriate, existing college staff will be utilized to meet the goals of the Specially Funded Program. At other times, additional temporary staff will be employed pursuant to Sections 87470 and 87482 of the California Education Code.
1. Faculty employed under Specially Funded Programs are employed on a year-to-year basis and are not eligible for tenure.
2. Classified staff employed under Specially Funded Programs have the same employment rights as staff employed in general fund supported programs.

C. Program Implementation
1. Courses or services offered within the Specially Funded Program must comply with all state and/or federal requirements and District policies.
2. Specially Funded Programs shall be supervised and coordinated through the appropriate administrative unit in the same manner as those programs funded by the District general fund budget.

D. Budgeting Procedures
1. Specially Funded Program budgets shall include the maximum indirect cost allowable by the funding agency.
2. Specially Funded Program budgets and District match shall be included and separately identified in the budget of the coordinating college unit.

3. Specially Funded Program budgets shall be monitored in accordance with approved college procedures and the requirements of the funding agency.

E. Program Evaluation
Specially Funded Programs shall be evaluated in accordance with District policy and specifications of the particular grant.

Legal Reference: California Education Code sections 87470 and 87482

Adopted: April 4, 1988
Revised: December 6, 2012
Cabrillo College shall provide opportunities for student enrichment and recognition through an honors program. The purpose of the honors program shall be to:

1. Promote academic excellence
2. Benefit students of exceptional academic preparation, ability, creativity, or motivation
3. Enhance faculty enthusiasm through close involvement in the teaching of such students

Honors designated course work shall extend or deepen a student’s knowledge of a particular field by presenting an opportunity for the student to pursue learning beyond the scope of existing courses. In this way, honor students will be challenged and encouraged to realize more fully their potentials and abilities. In accordance with the college curriculum process, faculty will develop honors courses within their respective disciplines.

Legal Reference: None

Adopted: April 4, 1988
Revised: July 11, 1994
Revised: January 11, 2010
In accordance with the Cabrillo College Honors Policy, honors opportunities shall be made available to students and faculty.

I. Responsibilities
   A. The Honors Director is responsible for recommending guidelines and format for honors proposals and for the review of honors proposals.
   B. The Admissions and Records Office is responsible properly indicating honors work on transcripts.
   C. The Honors Director provides necessary information to faculty and students, chairs the Honors Advisory Committee, maintains liaison with Honors Programs in other colleges, participates in the UCLA TAP program and tracks the progress of honor students toward special recognition.
   D. Faculty, in consultation with the Honors Director, develop honors proposals.

II. Guidelines and Procedures
The honors program is open to eligible students, who must apply specifically to the honors program for admission prior to enrolling in honors courses. Honors work in a course involves more intensive or more extensive study. The list of honors courses will be maintained in the Office of Instruction, Honors program office and Admissions & Records, and will be noted in the published class schedule and catalog.

For acceptance into the honors transfer program, students must meet the following eligibility requirements:

Academic Preparation:
   A. For continuing Cabrillo students, a minimum 3.3 cumulative GPA. Students must have completed 6 or more transferable units in courses numbered 199.
   B. For new students arriving directly from high school, provide evidence of one of the following: minimum 3.5 weighted high school GPA in AG requirements; or, SAT total of at least 1900; or Enhanced ACT composite of 29+.
   C. For new students who have previously attended an accredited college or university, provide evidence of a 3.3 cumulative GPA in 6 or more transferable units equivalent to Cabrillo’s courses numbered 199.

Writing Proficiency: Honors courses typically require substantial writing and critical thinking. Applicants must provide evidence of one of the following:
   - Minimum AP English score of 3; or,
   - Eligibility for English 1A on Cabrillo’s Assessment Test (or equivalent) or,
   - Completion of English 100 (or equivalent) with a grade of B or better or,
   - Completion of English 1A (or equivalent) with a grade of B or better

Letter of Recommendation:
Applicants must provide a brief letter of recommendation from an instructor who can attest to their academic strengths and abilities.

Essay: Applicants must write a 250 word essay (double spaced) describing their interest in the Cabrillo College Honors Transfer Program, including what they hope to gain from their participation in the honors program, as well as what they believe they will contribute to the program. Because honors courses are typically writing intensive, this statement should reflect their writing skills.

Prospective students who do not meet the minimum qualifications, but who feel they can successfully complete honors courses, are welcome to provide an additional written statement of 150—200 words, describing their interest in the program and unique qualifications that may not be demonstrated in the eligibility requirements. This supplemental information will be reviewed by the Honors Transfer Advisory Committee.

III. Honors Designation and Requirements

A. All Honors designated courses should be numbered with an “H” in the number, e.g. HIST 4AH, the Honors course associated with HIST 4A.
B. All Honors designated courses will have the prerequisite, “Honors Standing.”
C. All Honors designated courses will be taken for a letter grade only, with Pass/No Pass grading not permitted.

C. Honors Scholar Designation: To achieve the Honors Scholar designation, students must complete four (4) or five (5) honors courses in a minimum of 15 semester units with a transferable GPA of 3.5 or higher. Each completed honors course is designated as Honors on a student's transcript. Students who complete the 15-unit program receive the designation Honors Scholar posted on their transcript and their accomplishment is announced at Cabrillo’s graduation.

Revised: June 4, 1994
Revised: May 5, 2011
Reviewed: December 5, 2012
A final examination or other appropriate graded activity shall be administered for all credit courses by the course instructor. At least five days per semester shall be allocated for the administration of final examinations. Days dedicated to the administration of final examinations are part of the required 175 instructional days for certificated staff.

Legal Reference: None

Adopted: April 4, 1988
Revised: May 7, 2012
The final examination timetable and room assignment shall be prepared by the Office of Instruction and shall be included in each semester’s Schedule of Classes. Consecutive final examination time slots will be separated by at least ten minutes. The final examination timetable and room assignment shall be adhered to for all courses except for courses in which the Vice President, Instruction (or designee), prior to the beginning of the final examination period, approves an alteration.

Final examinations for semester-length classes are scheduled for three hours. For short-term and late-starting courses, arrangements for final examinations will be determined independently between the division involved and the Office of Instruction. Open-entry courses for which there are no normally scheduled final examinations shall continue their usual classroom activity during final examination week but at a time determined by the final examination schedule.

Adopted: April, 1988
Revised: March 1, 2012
Purpose
The following policy provides District employees with guidance and information about those situations in which In-House or Promotional Only Hiring is permitted or prohibited by law. All requests for In-House or Promotional Only Hiring must be reviewed and authorized by the Director of Personnel and Human Resources (or designee) and the Affirmative Action Officer according to the procedure outlined in this policy.

Background
California Community Colleges are required to make measurable progress toward the goals of their diversity plans. These plans must be designed to recruit historically underrepresented minorities, including women, ethnic minorities and people with disabilities. The state regulations governing Affirmative Action and Equal Employment Opportunity are designed to help colleges achieve these goals, and therefore define full and open recruitment for employment openings as the rule, with a few very restrictive exceptions allowed. In-House or Promotional Only Hiring is one category of exception, and is the focus of this document. However, a brief overview of the whole picture may help the reader understand this exception better.

Under the State requirements, three recruitment scenarios can exist for filling employment openings:

I. No recruitment is required if the position is not a “new opening.” The seven situations that follow define cases that are not new openings:
   1) Openings which occur as the result of a reorganization or series of transfers, as long as there is not a net increase in the number of employees;
   2) A position which is occupied by an incumbent and is upgraded, reclassified, or renamed, as long as there is no significant alteration of the job duties;
   3) Selecting one faculty member in a division or department to serve as chairperson for limited time period;
   4) A position which is filled as a temporary appointment, e.g., substitute, short-term or temporary employees (Ed Code 88003).
   5) Filling a position with an employee who has been laid-off, or who has elected service retirement in lieu of layoff, and has reappointment or reemployment rights pursuant to Education Code Sections 87744 to 87746, 88015, or 88127 et seq.
   6) Assigning overload (including teaching during summer and intersession) to existing full-time employees.
   7) Assigning a part-time faculty member to teach a class in a discipline in which he or she has previously taught without a substantial break in service. (Break in service as defined in Cabrillo College Administrative Regulation #AR5105C). Even though no recruitment is required in these seven situations, the College may elect to use either In-House or full recruitment in any of the seven situations.
II. Full and open recruitment is required for all “new openings” unless the new opening is within one or more of the three exceptions that permit an In House or Promotional Only hiring (See exceptions described in Section III, below). Cabrillo’s procedures for full and open recruitment are defined in other documents, such as Board Policy 5100, 5105, 5500 and Board AR 5105.

The requirements for “full and open recruitment” can be satisfied by filling positions from a time-limited list or pool of persons qualified to perform a particular job, where the list was previously established through full and open recruitment involving appropriate outreach to historically underrepresented groups.

III. Restricted recruitment is permissible on an In House or Promotional Only basis, as outlined in this document, for new openings that meet one or more of the following three qualifications:

1) The position is being filled on an interim basis (less than one year) to allow for full and open recruitment;
2) The pool of eligible District employees has achieved “proportionate representation”; or
3) The In House or Promotional Only Hiring is justified by “business necessity.”

Even though full and open recruitment is not required for openings that meet one or more of these three qualifications, the College may elect to use full recruitment in any of the three situations.

Situations in Which In-house or Promotional Only Hiring Can Be Used
The position that is open should first be reviewed in light of the seven situations defined in “Background” above to determine if the position qualifies as a “new opening.” If it is not a “new opening” the District may elect not to recruit, may elect to follow In House or Promotional Only recruitment, or may elect to do a full recruitment.

If the position that is open is determined to be a “new opening,” the District can pursue an In House or Promotional Only hiring only if one or more of the following is true:

1) The position is being filled on an interim basis (less than one year) to allow for full and open recruitment;
2) The pool of eligible District employees has achieved “proportionate representation.” Proportionate representation exists when the percentage of persons from the minority group in the applicable workforce is at least equal to the percentage of members of that group who are determined to be available and qualified to perform the work in question; or
3) The In-House or Promotional Only Hiring is justified by “business necessity.” Business necessity requires a showing that the full recruitment will result in substantial additional financial cost or will pose a significant threat to human life or safety. There are few circumstances in which this will occur. “Business necessity” questions will be analyzed by the Chancellor’s Office, the District Faculty and Staff Diversity Advisory Committee, the Director of Human Resources and the Affirmative Action Officer.
If the position is a “new opening” and none of these three situations exist, the District must use full and open recruitment to fill the position (or use a qualified list as defined in “Background” above).

**Eligible Applicants for In-house or Promotional Only Hires**

In-House or Promotional Only Hiring means that only existing District employees are allowed to apply for a position. For classified bargaining unit positions that are opened to In-House or Promotional Only Hiring, only existing District contract or regular classified employees are eligible to apply.

When the College uses In-House or Promotional Only Hiring to fill a position, all eligible and qualified District employees must be afforded an opportunity to apply.

**Procedures for In-house or Promotional Only Hiring**

All requests to hire on an In-House or Promotional Only basis must be submitted to the Department of Personnel and Human Resources before any recruitment begins, any job offers are made, or any person begins work.

Upon receiving a request from the unit administrator, the Director of Personnel and Human Resources (or designee) and the Affirmative Action Officer will review the request for compliance with applicable laws, regulations, contracts and policies and may authorize the request to proceed with an In-House or Promotional Only Hiring, or may determine that full recruitment is needed.

If an In-House or Promotional Only Hiring is authorized, a search committee will be recommended pursuant to Cabrillo Community College procedural guidelines for recruitment and selection of classified staff. The College will disseminate the employment announcement internally to all qualified District employees and according to the requirements of collective bargaining agreements.

The employment announcement will list all of the relevant minimum qualifications, testing requirements, and the closing deadline for submitting applications.

*Adopted: February 14, 1994*
PROCEDURES FOR BILINGUAL AND BILITERATE DESIGNATION OF CLASSIFIED POSITION

In the event a division or department manager has a position that provides services to non- or limited English speakers on a regular basis within their unit, they may request that the position be designated as bilingual required or desired or biliterate required or desired. The following procedure shall be utilized to determine the bilingual and/or biliterate status of a position. The intent of this procedure is to designate specific positions (by position control number [PCN #]) as bilingual required or desired and biliterate required or desired, based on a demonstrated on-going public service needs. This designation does not apply to all positions within the same classification. In the event an employee serving in a bilingual and/or biliterate designated position moves to another position, this designation does not follow the employee into the new position.

1. Process Activation:
   Review and determination of requests for a bilingual or biliterate designation for a position will only be processed when:
   A. The position is vacant and is approved for recruitment; or
   B. During a classification study of the position; or
   C. At the request of the component administrator/manager.

2. Criteria:
   Positions utilizing this process shall be designated “bilingual required” or “bilingual desired” or “biliterate required” or “biliterate desired” according to the following criteria:
   A. For a “bilingual required or biliterate required” position, the duties of the position require bilingual or biliterate skill 25% of the time or greater.
   B. For a “bilingual desired or biliterate desired” position, the duties of the position require bilingual or biliterate (with documentable needs and benefits) skill fewer than 25% of the time.

3. Procedure:
   Submit Classified Personnel Requisition with a Request for Bilingual and/or Biliterate Designated Classified Position form with attached supporting documentation to the Human Resources Department. Requisitions with missing or incomplete supporting documentation will be returned to the originating department for completion.

Supporting Documentation:
   For positions where a “bilingual-desired” or “biliterate-desired” designation is requested, the following describes the information required:
   1. Provide information and numerical evidence of the service need. If there are already bilingual or biliterate positions in the same language and class at the same location,
substantiate that those positions have reached maximum service capacity. Please be sure to attach supporting documentation, which may include client logs, worker logs, etc.

2. Provide information, which establishes that the position is a public contact position, and that the employee in the position provides services to non- or limited-English speakers on a regular basis, but fewer than an average of five hours per week.

3. Provide a list of all positions in the same work location that are assigned to provide bilingual or biliterate services in the requested language by classification title and PCN number.

4. Provide information to justify the need in terms of the impact on the public being served.

For positions where a “bilingual-required” or “biliterate-required” designation is requested, the following must be answered in addition to the above:

1. Provide objective information about how the department documents the employee’s use of the requested language. A response such as “supervisor observes use of language or requested skill” is inadequate since it involves no objective documentation.

2. Provide information demonstrating whether or not the bilingual or biliterate duties have been previously performed. If so, please provide information related to the manner in which the duties have been performed.

Revised: 4/16/02
—— 5/02/02
—— 8/04/03
—— 11/09/07
HONORING MERITORIOUS SERVICE

1. Establishment of Committee to Honor Meritorious Service

   Committee composition: On a biennial basis, the College President appoints a committee of nine individuals, representing the following college constituencies: students nominated by the Student Senate (1) and the Interclub Council (1); faculty nominated by Faculty Senate (1) and the Cabrillo College Federation of Teachers (1); classified employees nominated by the Service Employees International Union (1); confidential employees nominated by a vote of those employees (1); the Cabrillo College Foundation, nominated by the Foundation’s Board of Directors (1); management/administration selected by the President (1); an at-large community member, selected by the president (1). In selecting the community member and the representative of the Foundation, consideration will be given to balancing representation from the northern and southern parts of the college district.

   Term of appointment: The College President appoints the committee by the middle of September, and members serve staggered terms up to two years, in order to ensure continuity. If a member resigns before the end of the term, s/he will be replaced by appointment of the College President from nomination(s) of the appropriate constituent group.

   Scope of committee responsibility: The committee receives nominations in all categories of recognition; it decides whether or not any of the nominations should be confirmed; and it recommends the individual(s) and the type(s) of award to the College President who makes final recommendation to the Board. The President than makes a final recommendation to the Governing Board.

2. Eligibility to Receive Recognition for Meritorious Service

   Value of inclusiveness: Any individual who provides or has provided exceptional meritorious service to the success of Cabrillo College students and/or faculty or staff is eligible for recognition.

   General Criteria: The service recognized must be connected to achievement of the college’s mission. At a minimum, the individual must have made exceptional contributions, s/he must have demonstrated extraordinary leadership; and s/he must have inspired significant positive change for the benefit of Cabrillo College students and/or staff and faculty.

3. Announcement of Awards for Meritorious Service
Annual event: Presentation of awards will be made at an appropriate public event to be selected by the committee in consultation with Administrative Council and the Cabrillo College Foundation.

4. Permanent Display of Names of Honorees
Description and location of display: Faculty, staff, students, alumni, retirees, past and present members of the Governing Board and administration, and community members may be honored by having their names engraved on a permanent display placed in a prominent public area. The display comprises a themed plaque with space for adding individual plates engraved with the names of honorees.
Criteria: Candidates must have demonstrated exceptional service of merit beyond the level warranting ordinary expressions of appreciation, such as certificates, letters of commendation or Governing Board resolutions.
Nomination process: In February of each year, the Committee to Honor Meritorious Service announces the opening of a one-month nomination period. Only Cabrillo College students or staff, or groups representing them, may nominate candidates for this honor. Nominations must be accompanied by a rationale for the award.
Selection Process: All members of the committee must review all applications for recognition. By a majority vote, the committee will select the candidate(s) who will be recommended to the College President.

5. Awards Named after Individuals
Description: This form of recognition comprises an award that is named after a person whose service represents exceptional benefit to the success of the college’s students and/or staff. Once established, this award becomes a prestigious honor given only to others whose work embodies the spirit of service and achievement attributed to the award’s namesake.
Creation of awards: In the fall of the first year of this award program, the Committee to Honor Meritorious Service will solicit nominations of individuals after whom an award can be named. The nomination period will be one month in duration. At the close of nominations, the committee will meet to evaluate the nominations and to decide within two weeks which, if any, of them should be accepted. A 2/3 vote of the committee is necessary in order for an award to be created. The committee may create a maximum of three such awards. Recommendations for establishment of the awards will be made to the College President for recommendation to the Governing Board, which gives final approval.
Nominations for named awards: Once named awards have been established, recipients of the award may be nominated through the same
process as described for inclusion on the permanent display of names. Each nomination must include a rationale.

Selection Process: All nominations must be reviewed by all members of the committee. A majority vote of the committee is necessary in order for an individual to be recommended to the College President to receive the award.

Annual limit of the number of named awards and their recipients: A maximum of three (3) awards named after individuals may be established in the first year of the program. Once established, it is expected that no new awards will be created, unless extraordinary circumstances cause a subsequent committee to create a new award in future years. Annually, only one (1) award may be given for each of the named awards.

6. Honor by Naming Campus Areas after Individuals

Definition: Current Governing Board policy reserves the naming of buildings, other facilities or areas within facilities in recognition of significant financial contributions. However, naming a building, portion of a building or other site in honor of meritorious service may be considered under rare circumstances. This can be justified if such action results in significant positive and unifying benefits to students. Also, the benefits of naming a site for service must justify the loss of financial advantages to students that otherwise might have been gained if the building were named as a result of a significant donation.

Criteria: Individuals considered for this honor must give or have given exceptional and enduring service to students, faculty and/or staff. That service must be recognized as leading to the achievement in a significant way of one or more elements of the college’s mission.

Nominations for creation of award: Only students, faculty and staff, or organizations representing them, may nominate an individual for recognition through naming of a facility. Nominations may be received during the same annual period in which nominations are received for the Public Display and the Named Recognition awards. Nominations must include a rationale.

Selection Process: All nominations must be reviewed by all members of the committee. A unanimous vote of the committee is necessary in order for a recommendation to be made to the College President, who will make the recommendation to the Governing Board for final decision.

Adopted: July 11, 1994
Revised: March 6, 2006
Chapter Two: Administration and Organization

BP 2070

JOB DESCRIPTIONS AND SALARY SCHEDULES

The Superintendent/President shall provide for the preparation and maintenance of job descriptions for all management employees, according to acceptable personnel practice. Such job descriptions shall be kept in the District Human Resources Office.

Job descriptions for each management position shall describe the actual functions of that position. The Governing Board shall have final approval of job descriptions.

Legal Reference: None

Adopted: February 1, 1988
Revised: August 5, 2013
Deleted: insert board date
Chapter Two: Administration and Organization

BP 2070

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Legal Reference: None

Adopted: February 1, 1988
Revised: August 5, 2013
Deleted: insert board date
Each administrative position is categorized within a framework of accountability and magnitude of responsibility. The higher the administrative level, the greater is the responsibility delegated by the Superintendent/President.

Although each administrative position has specified duties and responsibilities stated immediately subsequent to this section, each administrator has an obligation to perform the following general requirements:

1. Encourage a cooperative relationship with all staff members.
2. To engage in continual efforts to improve the efficiency of the assigned unit through experimentation and study.
3. To communicate the unit’s administrative staff relationships throughout the college as well as to clarify the role and responsibilities of each member.
4. To increase management skills through study, discussion, meetings, research, and professional contacts.
5. To encourage a high level of faculty and staff morale.

Legal Reference: None

Adopted: February 1, 1988
Reviewed: June 10, 2013
Deleted: insert board date
JOB DESCRIPTIONS AND SALARY SCHEDULES

The Superintendent/President shall provide for the preparation and maintenance of job descriptions for all management employees, according to acceptable personnel practice. Such job descriptions shall be kept in this manual, a separate personnel manual, or in the files of the District Personnel Office.

Job descriptions for each management position shall describe the actual functions of that position. The Governing Board shall have final approval of job descriptions.

Legal Reference: None

Adopted: February 1, 1988
LEVELS OF ADMINISTRATIVE RESPONSIBILITY AND JOB DESCRIPTIONS

Each administrative position is categorized within a framework of accountability and magnitude of responsibility. The higher the administrative level, the greater is the responsibility delegated by the Superintendent/President.

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3. To communicate the unit's administrative staff relationships throughout the college as well as to clarify the role and responsibilities of each member.

4. To increase management skills through study, discussion, meetings, research, and professional contacts.

5. To encourage a high level of faculty and staff morale.

*Legal Reference: None*

Adopted: February 1, 1988
Cabrillo College

Administrative/Management Salary Schedule

1994 - 95

195-day calendar

(Annual rate)

2% increase
Board Approved 06/06/94

<table>
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<td>56,796</td>
<td>59,640</td>
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Special Stipend: Doctorate $1,942

BUS/budget 5ab
(Revised 7/1/94)
### Cabrillo College
**Administrative/Management 225-Day Salary Schedule**
1996-97

*Monthly/Annual Rate*
Effective July 1, 1996

Salary increase 3.06% over salary schedule 7/1/96

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<th>Range</th>
<th>Position</th>
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<th>Step 3</th>
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<td>5,654</td>
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<td>6,233</td>
<td>6,544</td>
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<td>6,233</td>
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<td>F</td>
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<td>G</td>
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<td>5,384</td>
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<td>H</td>
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<td>4,430</td>
<td>4,651</td>
<td>4,883</td>
<td>5,128</td>
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<td>I</td>
<td>Director, Admissions &amp; Records, Director, Equity &amp; Diversity/Special Assistant to the President, Director, Community &amp; Contract Education, Personnel Specialist/Compliance Officer, Director, Student Affairs, Director, Small Business Development Center</td>
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<td>4,218</td>
<td>4,430</td>
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<td>2,590</td>
<td>2,720</td>
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<td>3,148</td>
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**Special Stipend: Doctorate**

$2,156
# CABRILLO COLLEGE

ADMINISTRATIVE/MANAGEMENT 195-DAY SALARY SCHEDULE
1996-97
(Annual Rate)
Effective July 1, 1996

Approved by the Governing Board 9/9/96
Salary increase 3.06% over salary schedule 7/1/96

<table>
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<tr>
<th>Position</th>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
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<td>Director, Computing Resources*</td>
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<tr>
<td>Librarian/Learning Resources Director</td>
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<tr>
<td>Director, Watsonville Center*</td>
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<td>Special Stipend: Doctorate</td>
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*225 workday calendar
# Administrative/Management Salary Schedule

1994 - 95  
(Monthly/Annual rate)  

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<tr>
<th>Range</th>
<th>Positions</th>
<th>Monthly Steps</th>
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</table>
| A     | VP Instruction  
VP Business | 5219  
5480  
5754  
6042  
6344  
6664  
62,640  
79,932 | | |
| B     | 4970  
5219  
5480  
5754  
6042  
6344  
59,640  
76,128 | | |
| C     | Dean of Student Services  
Dean of Instructional Development  
Dean of Occupational & Community Development | 4733  
4970  
5219  
5480  
5754  
6042  
56,796  
72,504 | | |
| D     | 4508  
4733  
4970 | | 54,096  
69,048 |
| E     | 4293  
4508  
4733 | | 51,516  
65,760 |
| F     | Director Personnel & Human Resources  
Director Marketing & Communications  
Director Fiscal Services & Budget | 4089  
4293  
4508 | | 49,068  
62,628 |
| G     | Director Institutional Research  
Director Student Development | 3894  
4089  
4293  
4508  
4733  
4970  
46,728  
59,640 | | |
| H     | Maintenance & Operations Manager | 3709  
3894  
4089  
4293  
4508  
4733  
44,508  
56,796 | | |
| I     | Affirmative Action Officer/  
Special Assistant to the President  
Personnel Specialist/Compliance Officer  
Registrar  
Director Small Business Development Center  
Director Student Affairs | 3532  
3709  
3894  
4089  
4293  
4508  
42,384  
54,096 | | |
| J     | Director Financial Aid Risk Manager | 3564  
3532  
3709  
3894  
4089  
4293  
40,368  
51,516 | | |
| K     | 3204  
3364  
3532  
3709  
3894  
4089  
38,448  
49,068 | | |
| L     | Bookstore Manager  
Chief, Campus Protective Services | 3051  
3204  
3364  
3532  
3709  
3894  
36,612  
46,728 | | |
| M     | 2906  
3051  
3204  
3364  
3532  
3709  
34,872  
44,508 | | |
| N     | Budget Analyst/Accr.  
Director MESA/MEP | 2768  
2906  
3051  
3204  
3364  
3532  
33,216  
42,384 | | |

Special Stipend: Doctorate $1942

Bus/Administr. Sch  
(Revised 7/1/94)
Job Description
The District Superintendent and President of the college serves as the Chief Executive Officer and Secretary to the Governing Board. He/she serves as the leader of the college and as its primary spokesperson.

Scope
The position of Superintendent/President shall be initiatory and executory. He/she shall act both as a professional advisor to the Board in the formulation of policies for the governance of Cabrillo College, and as executor of the policies adopted by the Board. All powers and duties delegated to the President are to be executed in accordance with the policies adopted by the Board. All acts performed by the President which are classed in law as discretionary are subject to review and final approval by the Board, unless the Board specifically authorizes such acts to be executed in a particular manner.

Typical Duties and Responsibilities
1. Serves as leader of the college and as its spokesperson.
2. Serves as the Chief Executive Officer and Secretary to the Governing Board.
3. Develops and recommends policies for the college to the Board and implements approved policies.
4. Directs the development of the college budget for submission to the Board.
5. Represents the college to the community, the media, government and other institutions.
6. Informs the Board, staff and local constituencies regarding issues and trends affecting the college and exerts influence in the development of local, state and national policy.
7. Directs establishment of administrative procedures for the efficient conduct of instruction, services and business of the college.
8. Recommends all personnel actions to the Board.
9. Formulates immediate and long-range plans regarding all facets of the college.
10. Works with the Cabrillo College Foundation.

Abilities
Ability to communicate effectively verbally and in writing, work effectively with groups of diverse ethnic and educational backgrounds, and exhibit leadership in management and planning.

Qualifications
Supervision Received
The Superintendent/President performs his/her duties and responsibilities under broad discretionary powers under the general supervision of the Governing Board.

Authority/Responsibility
Provides direct supervision of senior management staff. Is responsible for the overall functioning of the District.

Date Adopted: February 1, 1988
Cabrillo College

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<th>TITLE</th>
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<td>BOARD POLICY:</td>
<td>BP 2070.03</td>
<td>DATE ADOPTED: August 5, 1996</td>
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**JOB DESCRIPTION**

The Vice President/Assistant Superintendent, Business Services is the chief business officer of the college providing direction and leadership for the business and financial affairs of the college. The Vice President recommends the broad policies of the college related to business and finance and serves as the chief financial advisor to the Superintendent/President and the Governing Board.

**SCOPE**

The Vice President/Assistant Superintendent, Business Services, under the general direction of the Superintendent/President, directs the business and financial affairs of the college including business services, computing resources, personnel and human resources, collective bargaining, employee benefits, police and safety, maintenance and operations, facilities planning, construction and deferred maintenance, bookstore, cafeteria, risk management and insurance, and contract development and legal activities.

**TYPICAL DUTIES AND RESPONSIBILITIES**

1. Serves as the chief business officer managing all district financial policies, procedures and activities, including budget and audit.
2. Directs various college service and support operations including but not limited to business office operational activities, computing resources, personnel and human resources, campus police and safety programs, bookstore and food services operations.
3. Initiates and directs the management of capital improvement processes and projects.
4. Plans for and directs the employee benefits program of the college.
5. Serves as the chief district negotiator with the faculty and classified employee unions and serves as contract administrator.
6. Plans for and directs all district facilities and maintenance operations, including buildings, grounds, equipment and safety management.
7. Recommends, interprets and administers district policies ensuring compliance with pertinent federal state and local laws and contractual regulations.
8. Directs and evaluates assigned staff.
9. Develops the district's five year capital construction and deferred maintenance plans.
10. Directs the district's insurance and risk management functions.
11. Represents the district in the management of joint powers agreements.
12. Serves as the district's legal liaison.
13. Prepares a variety of reports and correspondence including the reports for the college Governing Board.
14. Performs related duties as required or assigned.
QUALIFICATIONS

Education and Experience:

Master's degree or equivalent; it is desirable that the master's or bachelor's degree be in business, public administration, accounting, economics, or a closely aligned area. Minimum of four years of successful administrative experience, at least two of which are at the senior management level.

Knowledge and Abilities:

Demonstrated competence in budget planning and development; demonstrated effectiveness in collective bargaining; expertise in facilities planning and management; competence in managing business component functions, including risk management, fiscal services, personnel administration and safety; demonstrated effectiveness in leading and motivating managers and staff in a collegial shared governance environment; demonstrated leadership in installing and utilizing advanced management techniques such as total quality management; and commitment to staff diversity, including affirmative action and equal opportunity. Effective verbal and written communications skills; ability to work with changing rules and regulations; effective organizational skills; broad knowledge of a wide spectrum of the college environment; the ability to consistently perform under the pressures of deadlines and other administrative demands; train, supervise and evaluate assigned staff; and the ability to work cooperatively with others.

AUTHORITY/RESPONSIBILITIES

The Vice President/Assistant Superintendent, Business Services directs and supervises administrative staff assigned to Business Services, Computing Resources, Personnel and Human Resources, Maintenance and Operations, Safety and Protective Services, the bookstore; and the Confidential Executive Assistant to the Vice President/Assistant Superintendent, Business Services.

Adopted: February 1, 1988
Revised: August 5, 1996
TITLE
Vice President/Assistant Superintendent, Instruction

CLASSIFICATION
Educational Administrator

SALARY RANGE/ASSIGNMENT
Administration Range “A” 225 Days

BOARD POLICY:
BP 2070.04

DATE ADOPTED: August 5, 1996

JOB DESCRIPTION
The Vice President/Assistant Superintendent, Instruction, is the chief instructional officer of the college providing direction and leadership for instructional programs and staff; is responsible for the recruitment, selection, assignment and evaluation of all instructional staff; for the coordination of use of instructional facilities; and for the preparation and administration of the instructional budget. Serves as acting Superintendent/President as required or assigned.

SCOPE
The Vice President/Assistant Superintendent, Instruction, under the general direction of the Superintendent/President, directs all credit and noncredit instruction, disabled student services, library/instructional support services, and community education.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Directs curriculum activities, planning and development for instructional programs and services.
2. Directs the occupational education program and related services.
3. Directs the evaluation of instructors and instructional staff.
4. Recommends for employment all instructional staff and directs the assignment of faculty and instructional support staff.
5. Coordinates the instructional activities of the college with the other major components of the institution.
6. Directs the utilization of instructional facilities.
7. Chairs or provides for chairing of instructional related councils and committees.
8. Serves on district/college committees as required or assigned.
9. Assists in the preparation of the district budget and prepares annual budget requests for the overall instructional program and controls the instructional budget.
10. Represents the college in relationship with other community colleges, educational institutions, and the community.
11. Directs preparation of the college catalog and class schedule.
12. Provides for staff development of instructional staff.
13. Provides leadership to ensure collegiate caliber instruction.
14. Directs the instructional research program of the college.
15. Recommends the allocation of academic and classified positions.
16. Recommends the purchase of and directs the maintenance of instructional equipment.
17. Directs the articulation and matriculation activities of the college.
18. Directs the application for and management of instructional program grants.
19. Supervises and evaluates assigned academic and classified staff.
20. Directs management of the collective bargaining agreement as it relates to the instructional program and staff.
21. Participates in and supports the accreditation process.
22. Directs a regular process of course and program review.
23. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:
California community college credential authorizing administrative service at the community college level or meet the state minimum qualifications for an educational administration which include possession of a master's degree from an accredited institution; four years of successful experience as an academic administrator (senior level academic administrative experience preferred), successful college teaching experience, preferably at the community college level.

Knowledge and Abilities:
Knowledge of and commitment to the community college philosophy; effective oral and written communication skills; demonstrated ability to perform the duties effectively as described above; good verbal and written communications skills, ability to work under the pressure of deadlines and other administrative demands, and possesses good organizational skills; ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities; ability to work cooperatively with others; competence in planning and evaluation, fiscal and program management, employee contract administration and facilities planning; ability to train, supervise and evaluate assigned staff, expertise in the teaching and learning process, dedication to academic excellence, competence in development and evaluation of academic programs and professional personnel, and ability to promote instructional innovation; effectiveness in leading and motivating faculty and staff and in communicating and working with others to implement instructional and institutional goals in an environment of collegiality and shared governance; and commitment to staff diversity, including staff equity and equal opportunity.

Desirable:
An earned doctorate degree is desirable.

AUTHORITY/RESPONSIBILITIES
The Vice President/Assistant Superintendent, Instruction, directly supervises the Dean of Transfer Education, the Dean of Occupational and Community Development, the Instructional Program Coordinator, the Instructional Program Analyst, and Confidential Executive Assistant. In addition, the Vice President/Assistant Superintendent, Instruction, supervises the division chairpersons, the Library/Learning Resources Director, the Director of Student Development, and the Director, Watsonville Center.

Adopted: February 1, 1988
Revised: August 5, 1996
JOB DESCRIPTION
The Vice President, Student Services, is the chief student services officer of the college providing direction and leadership for student services programs and staff; is responsible for the recruitment, selection, assignment and evaluation of all student services faculty and staff, and for the preparation and administration of the student services budget.

SCOPE
Under the general direction of the Superintendent/President, the Vice President, Student Services, directs all departments and programs of student services at the district administrative level, including but not limited to Admissions and Records, Counseling, Career Planning and Job Placement, the Cabrillo Advancement Program (CAP), Extended Opportunities Programs and Services (EOPS), Student Affairs, and the Transfer Center.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Directs activities, planning and development for student services programs.
2. Directs and supervises and evaluates assigned academic and classified staff; recommends for employment, directs the assignment of, and directs the evaluation of all student services staff.
3. Directs the utilization of the student services facilities.
4. Directs the district’s policy on student discipline and student grievance as the designee of the Superintendent/President.
5. Prepares the annual budget for the student services component of the college, and controls student service department and program budgets, and assists in the preparation of the district budget.
6. Acts as a representative of the college with other community colleges, educational institutions and the community.
7. Assists in the articulation and matriculation activities of the college.
8. Directs the application for and management of student services grant programs.
9. Participates in and supports the accreditation process.
10. Directs a regular process of program review.
11. Coordinates the student services component with other major components of the college.
12. Acts as chair or assigns a chair for councils and committees related to student services.
13. Chairs or serves on district/college committees as required or assigned.
14. Performs related duties as required or assigned.
QUALIFICATIONS

Knowledge and Abilities:

Knowledge of effective management and leadership principles; knowledge of principles of employee supervision and evaluation; and knowledge of budget planning, development and management. Ability to demonstrate leadership in management and planning; to plan, organize and evaluate the work of others; to train and oversee the work of others and create a supportive environment for staff and students; to apply pertinent laws, rules and regulations; to manage budgets; to compile data and prepare accurate reports; to communicate effectively both orally and in writing; to work cooperatively and effectively with individuals of diverse ethnic and educational backgrounds and with all segments of the college community; and to perform consistently under the pressure of deadlines and other administrative demands.

AUTHORITY/RESPONSIBILITY

The Vice President, Student Services, directly supervises the Division Chair of Counseling, the Director of Student Affairs, the Director of Financial Aid, the Director of Admissions and Records, the Placement/Career Planning Coordinator, the Placement Office Specialist, the Student Services Executive Assistant, the Women's Center Director, the Health Services Coordinator, and the Transfer Center Director.

Adopted: February, 1988
Revised: August 5, 1996
JOB DESCRIPTION
The Division Chair, under the general direction of the Vice President, Instruction, provides administrative supervision of instructional programs and of faculty and classified staff within the area of assignment; participates in the development and implementation of college policy; recommends and implements activities and actions which foster instructional excellence within a safe and effective working environment; represents the administration to staff members and staff members to the administration; and performs related duties as required and/or assigned.

SCOPE
The Division Chair, under the general direction of the Assistant Superintendent/Vice President, Instruction, provides supervision of assigned faculty and classified staff, manages curriculum, monitors budget and facilities and performs related functions for the assigned programs within the division.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Instructional Leadership
   a. Provides division leadership and representation in the policy-making and instructional planning process by serving as a member of various college committees and task forces, including the Division Chair Council.
   b. Conducts regular division meetings for the purpose of determining faculty needs and updating division faculty and staff on college and division issues.
   c. Performs assigned duties to ensure that division activities comply with District policies, pertinent federal, state, and local laws, and contractual regulations relative to areas of assignment.
   d. Directs, coordinates, and supervises the operational activities of the division office to which assigned.
   e. Prepares reports and correspondence as appropriate to assignments.
   f. Participates in advisory committee meetings and activities as appropriate.
   g. Works with faculty on ways to improve teaching and learning.
   h. Participates in professional development activities.

2. Staffing
   a. Recommends the establishment of faculty and classified positions.
   b. Participates in the development of faculty and classified position descriptions and job announcements.
   c. Participates in the search and selection process for faculty and classified staff.
   d. Participates in the implementation of district personnel, employment, and affirmative action policies.
   e. Recommends to the Vice President, Instruction, employment of faculty, classified, and temporary/hourly staff.
   f. Reviews, recommends, and provides information relative to faculty and staff leave of absence requests.
g. Reports and monitors leaves for faculty and classified staff in compliance with District contractual guidelines and regulations.

3. Evaluation
   a. Evaluates contract regular and adjunct faculty in accordance with procedures and schedules stipulated in the faculty collective bargaining agreement.
   b. Evaluates assigned classified staff in accordance with procedures and schedules stipulated in the classified employee collective bargaining agreement.

4. Scheduling
   a. Works with faculty to assess enrollment data and develop recommendations for schedules.
   b. Works with faculty in developing schedule of courses which complies with District requirements.
   c. Recommends and submits scheduling information for all division courses in a timely and accurate manner.
   d. Oversees the division registration table and its functions during the registration process.
   c. Provides information on room needs and office requirements. Works with the Vice President, Instruction, to resolve facility scheduling problems.

5. Curriculum
   a. Provides leadership in working with faculty and staff in curriculum development and program planning and review.
   b. Upon consultation with division faculty, recommends and submits curriculum and catalog changes to the Instruction Office.
   c. Serves as a member on the college Curriculum Committee.
   d. Coordinates and evaluates division-related community education courses and non-credit classes; works to ensure that classes and programs are regularly reviewed.
   e. Assists in the development of the college catalog.

6. Budget
   a. Assists and provides input to the Instruction Office in establishing division budget parameters and priorities.
   b. Upon consultation with division members, establishes, organizes, and recommends the division budget to the Instruction Office.
   c. Assists department heads and directors in budget planning, management, and implementation.
   d. Manages the division budget and oversees the maintenance of division records and files.
   e. Supervises and approves division budget expenditures.

7. Teaches classes in area of expertise as a regular part of the division chair assignment.

QUALIFICATIONS

Education and Experience:
Any combination of education and experience equivalent to completion of a master’s degree; possession of a valid California community college instructor credential in assigned teaching discipline or state minimum qualifications or equivalent; possess valid California community college supervisory credential or meet state minimum qualifications for supervisory duties; demonstrate successful experience in an educational leader-
ship role, or other equivalent successful administrative or managerial experience; successful teaching experience; and experience which demonstrates the ability to successfully perform the duties listed above.

Knowledge and Abilities:
Knowledge of sound pedagogical principles; effective management and leadership principles; principles of employee supervision and evaluation; and budgetary planning, development and management. Ability to exhibit, successfully, leadership in management and planning; to plan, organize, and evaluate the work of others; to train and oversee and evaluate the work of others; and to create a supportive environment for faculty; to apply pertinent laws, rules and regulations; to effectively teach courses in assigned discipline; to manage budgets within the scope of the assignment; to compile data and prepare accurate reports; to communicate effectively both orally and in writing; to work cooperatively and effectively with individuals of diverse ethnic and educational backgrounds and with all segments of the college community; to implement oral and written directions effectively; to represent and encourage a high standard of ethical conduct among division personnel; and to perform consistently under the pressure of deadlines and other administrative demands.

AUTHORITY/RESPONSIBILITY
The Division Chair provides direct supervision of faculty and classified staff assigned to the division, and is responsible for the overall functioning of the division to which assigned.

Adopted: February 1, 1988
Revised: May 3, 1993
Revised: August 5, 1996
**Title:** Division Chair, Counseling  
**Classification:** Educational Administrator  
**Salary Range/Assignment:** Administration Range "E"  
**Board Policy:** BP 2070.08A  
**Date Adopted:** August 5, 1996

**JOB DESCRIPTION**
The Division Chair, Counseling, provides administrative supervision of counseling programs and of faculty and classified staff within the area of assignment; participates in the development and implementation of college policy; recommends and implements activities and actions which foster instructional excellence within a safe and effective working environment; represents the administration to staff members and staff members to the administration; and performs related duties as required and/or assigned.

**SCOPE**
The Division Chair, Counseling, under the general direction of the Vice President, Student Services, provides supervision of assigned faculty and classified staff; manages curriculum; monitors budget and facilities; and performs related functions for the assigned programs, including Extended Opportunities Programs and Services (EOPS), within the counseling division.

**TYPICAL DUTIES AND RESPONSIBILITIES**

1. Instructional Leadership
   a. Provides division leadership and representation in the policy-making and instructional planning process by serving as a member of various college committees and task forces, including the Division Chair Council.
   b. Conducts regular division meetings for the purpose of determining faculty needs and updating division faculty and staff on college and division issues.
   c. Performs assigned duties to ensure that division activities comply with district policies, pertinent federal, state, and local laws, and contractual regulations relative to areas of assignment.
   d. Directs, coordinates, and supervises the operational activities of the division office; and coordinates counseling services and related activities with other college programs and services.
   e. Coordinates and prepares reports and correspondence as appropriate to assignment.
   f. Participates in advisory committee meetings and activities as appropriate.
   g. Works with faculty on ways to improve counseling services, teaching and learning.
   h. Participates in professional development activities.
   i. Provides leadership and direction to crisis intervention program.

2. Staffing
   a. Recommends the establishment of faculty and classified positions.
   b. Participates in the development of faculty and classified position descriptions and job announcements.
   c. Participates in the search and selection process for faculty and classified staff.
   d. Participates in the implementation of district personnel, employment, and affirmative action policies.
   e. Recommends to the Vice President, Student Services, employment of faculty, classified, and temporary-hourly staff.
f. Reviews, recommends, and provides information relative to faculty and staff leave of absence requests.

g. Reports and monitors leaves for faculty and classified staff in compliance with district contractual guidelines and regulations.

3. Evaluation
   a. Evaluates contract regular and adjunct faculty in accordance with procedures and schedules stipulated in the faculty collective bargaining agreement.
   b. Evaluates assigned classified staff in accordance with procedures and schedules stipulated in the classified employee collective bargaining agreement.

4. Scheduling
   a. Works with faculty to assess student counseling needs and develop recommendations for schedules.
   b. Works with faculty in developing schedule of courses which complies with district requirements.
   c. Recommends and submits scheduling information for all division courses in a timely and accurate manner.
   d. Oversees the division registration table and its functions during the registration process.
   e. Provides information on room needs and office requirements. Works with the Vice President, Instruction, to resolve facility scheduling problems.

5. Curriculum
   a. Provides leadership in working with faculty and staff in curriculum development and program planning and review.
   b. Upon consultation with division faculty, recommends and submits curriculum and catalog changes to the Instruction Office.
   c. Serves as a member on the college Curriculum Committee.
   d. Coordinates and evaluates division-related community education courses and non-credit classes; works to ensure that classes and programs are regularly reviewed.
   e. Assists in the development of the college catalog.

6. Budget
   a. Assists and provides input to the Student Services Office in establishing division budget parameters and priorities.
   b. In consultation with division members, establishes, organizes, and recommends the division budget to the Student Services Office.
   c. Assists department heads and directors in budget planning, management, and implementation.
   d. Manages the division and EOPS program budgets and oversees the maintenance of division records and files.
   e. Supervises and approves division budget expenditures.

7. Teaches classes and/or provides services in area of expertise as a regular part of the division chair assignment.
QUALIFICATIONS

Education and Experience:
Any combination of education and experience equivalent to completion of a master’s degree; possession of a valid California community college instructor credential in assigned teaching discipline or state minimum qualifications or equivalent; possess valid California community college supervisory credential or state minimum qualifications for supervisory duties; demonstrated successful experience in an educational leadership role, or other equivalent successful administrative or managerial experience; successful teaching experience; and experience which demonstrates the ability to perform the duties listed above successfully.

Knowledge and Abilities:
Knowledge of sound pedagogical principles; knowledge of effective management and leadership principles; knowledge of principles of employee supervision and evaluation; and knowledge of budgetary planning, development and management. Ability to exhibit successfully, leadership in management and planning; to plan, organize, and evaluate the work of others; to train and oversee the work of others and to create a supportive environment for faculty; to apply pertinent laws, rules and regulations; to effectively teach courses in assigned discipline; to manage budgets within the scope of the assignment; to compile data and prepare accurate reports; to communicate effectively both orally and in writing; to work cooperatively and effectively with individuals of diverse ethnic and educational backgrounds and with all segments of the college community; to implement oral and written directions effectively; to represent and encourage a high standard of ethical conduct among division personnel; and to perform consistently under the pressure of deadlines and other administrative demands.

AUTHORITY/RESPONSIBILITY
The Division Chair, Counseling provides direct supervision of faculty and classified staff assigned to the counseling division, and is responsible for the overall functioning of the division to which assigned.

Adopted: February 1, 1988
Revised: May 3, 1993
Revised: August 5, 1996
JOB DESCRIPTION
The Director of Computing Resources is responsible for all developmental and operational activities related to providing administrative and academic computing support to the college; for supporting the computer needs of academic/instructional users on academic/instructional computers; for implementation of a wide area network incorporating the Watsonville Center and connection of the college to the World Wide Web and Internet; coordinates shared computer lab facilities for the campus academic community; and projects future needs for the campus community.

SCOPE
Under the general direction of the Assistant Superintendent/Vice President, Business Services, the Director of Computing Resources directs all activities related to the design, development, and implementation of administrative computing applications, including but not limited to, systems design, computer programming, college computer center operations, software and hardware selection and acquisition, technical support for users of administrative computing products, and data communications.

In addition, the Director of Computing Resources evaluates academic/instructional support function including acquisition, inventory, maintenance, repair, technical support; directs the operations of a district-wide instructional computing program and recommends the uses of academic/instructional computing facilities.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Directs and coordinates the administrative and academic computing activities of the college.
2. Directs, trains, supervises and evaluates computing resources staff.
3. Designs, directs and participates in the configuration and operation of institutional computer systems networks, and wide area networks, including the Internet.
4. Directs and participates in the maintenance of networking systems and computer equipment for district-wide use.
5. Designs, directs and participates in the configuration of the college-wide telephone system.
6. Provides for general computer instruction and assistance for students on a variety of computer related laboratory and course related matters, and schedules demonstrations of new computer hardware and software products appropriate to the college.
7. Directs operation of the faculty/staff teaching and learning center.
8. Confers with faculty and administrators in determining requirements for new data processing systems and modifications of existing applications.
9. Defines projects, conducts feasibility studies, outlines methods of approach, and schedules projects in light of priorities, workload, and availability of human resources.
10. Directs the utilization of all computing facilities.
11. Supervises and participates in systems analysis and design.
12. Directs implementation of user rights, services and security for district-wide computing efforts.
13. Directs software installation and configuration.
14. Coordinates distributed and centralized computer printer sharing services.

15. Recommends the purchase of and directs the maintenance of equipment used for district-wide computing.

16. Maintains understanding and awareness of current trends in the areas of computer and hardware, software, telecommunications, systems analysis and design, automated office procedures, public policy and law related to computers, and issues confronting the college which lend themselves to administrative computing support.

17. Learns, interprets and applies pertinent rules, regulations, laws, policies, and procedures, including collective bargaining provisions as they relate to Computing Resources staff.

18. Prepares annual budget requests for Computing Resources and controls the departmental budget; and assists in the preparation of the district budget.

19. Prepares reports, research data and materials as appropriate to assignment.

20. Participates in state-wide projects related to community college administrative computing, and represents the college in relationships with other community colleges, educational institutions, public and private agencies, and the community in areas related to computing.

21. Attends and participates in professional groups, seminars and/or courses, and provides for Computing Resources staff development.

22. Participates in recruitment and selection process for Computing Resources and other college faculty and staff.

23. Serves on district/college committees as required or assigned.

24. Performs related duties as required or assigned.

**QUALIFICATIONS**

**Education and Experience:**

Any combination of education and experience equivalent to completion of a masters degree; and demonstrated successful experience in directing activities such as described.

**Knowledge and Abilities:**

Knowledge of computer operating systems and environments (specifically HP3000, MS DOS, OS/2, Macintosh, and Unix/Xenix) with emphasis on microcomputers; microcomputer networks and connection to minicomputer equipment; microcomputer parts, tools, equipment, and methods used in the diagnosis, formatting, installation and maintenance of microcomputer hardware and software; microcomputer applications for spreadsheets, databases, word processors, communications, and graphics; principles and procedures of recordkeeping and inventory; basic budget principles; and basic principles of supervision, evaluation and training.

Ability to provide computer assistance to faculty, staff and students; troubleshoot hardware, software, and networks; effectively operate a variety of computers, related hardware and software; maintain networks and communication systems; keep abreast of changing computer technology and provide recommendations for responding to these changes; effectively respond to requests and inquiries from the general public, faculty, staff, administration and students; assist in budget preparation and management; supervise, train and evaluate assigned staff; communicate clearly and concisely, both orally and in writing; perform consistently under the pressures of deadlines and other administrative demands; and establish and maintain cooperative working relationships.
AUTHORITY/RESPONSIBILITY
The Director of Computing Resources supervises academic and classified staff assigned to Computing Resources.

Adopted: February 1, 1988
Revised: December 7, 1992
Revised: August 5, 1996
Cabrillo College

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**JOB DESCRIPTION**
The Director of Community and Contract Education provides leadership for and management of the Cabrillo College Community Education program, the contract education program, college facilities, the Lifelong Learning program, and other fee-supported programs.

**SCOPE**
Under the general direction of the Dean of Occupational and Community Development, the Director of Community and Contract Education provides direction and management of fee-supported curriculum, budgets, facilities, and related functions for assigned activities; and directs and supervises support staff relative to areas of assignment.

**TYPICAL DUTIES AND RESPONSIBILITIES**
1. Develops, plans, directs, and implements a balanced curriculum of fee-supported and Contract classes and events that promote the educational goals of the college.
2. Coordinates contract education classes in cooperation with the instructional divisions.
3. Ensures that all community education courses and activities enhance the image of the college in the community and that such courses and activities appropriately complement credit course offerings of the college.
4. Evaluates quality of Community Education programs on a regular and formalized basis.
5. Directs and manages the operation of the Community Education, Contract Education and facilities office.
6. Develops and manages the Community Education program budget to ensure a self-supporting program.
7. Manages program accounts, approves appropriate monthly payroll, and purchase order expenditures.
8. Initiates contacts with individuals, organizations and businesses to develop Community Education classes and activities.
9. Interviews prospective Community Education instructional staff for the purpose of determining teaching ability and expertise of subject matter.
10. Reviews and approves fee-supported instructor agreements and other relevant agreements with organizations and companies.
11. Promotes effective public relations for the college in the community by working with various professional groups; and conducts relevant program meetings with staff or community members as necessary.
12. Coordinates the Lifelong Learning Institute.
13. Serves on various college committees, Curriculum Committee, College Council and other meetings as required or assigned; participates in professional organizations as appropriate to assignment.
14. Develops advertising and marketing plans for the Community Education program and works with Marketing and Communication to prepare brochures and other information for public distribution.
15. Prepares the Community and Contract Education program annual report, and other reports and analyses as required, and makes presentations before the Governing Board.
16. Trains, supervises, schedules, and evaluates classified support staff relative to area of assignment.
17. Interprets and maintains compliance with pertinent federal, state, and local laws, and contractual regulations relative to area of assignment(s).
18. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:
Any combination equivalent to graduation from a four-year college or university and approximately four years of increasingly responsible experience working with community organizations in the development and coordination of educational and cultural programs and events.

Knowledge and Abilities
Knowledge of commitment to the mission of a comprehensive community college; principles, practices and laws related to similar fee-based community or contract education programs; budgetary and financial recordkeeping principles and practices; principles of program organization and administration.
Ability to communicate effectively verbally and in writing; establish and maintain cooperative working relationships with campus and community groups including business and industry representatives in diverse fields and from a variety of ethnic and economic backgrounds; exhibit leadership in management and planning; perform consistently under the pressure of deadlines and other administrative demands; train, supervise, and evaluate staff.

Desirable:
A Master’s degree is desired.

AUTHORITY/RESPONSIBILITY
The Director of Community and Contract Education provides direct supervision of staff assigned to the Community Education program and other programs as designated. The Director of Community and Contract Education is responsible for the overall operations and activities of the Community and Contract Education Program and Lifelong Learning program.

Adopted: March 5, 1990
Revised: October 2, 1995
Revised: August 5, 1996
Education and Experience

Any combination equivalent to a Bachelor’s degree in business administration, engineering, public administration or a related field and five years supervisory experience in a maintenance or operations capacity. Related experience in a public sector or educational setting is desirable.

Licenses and Other Requirements

- Valid California driver’s license.
- Assignment may include evenings and/or weekends as needed.
- Assignment may include on and off campus sites as needed.

Working Conditions

Environment:

- Indoor and outdoor work environment.
- Driving a vehicle to conduct work and to inspect and review campus maintenance and operations.
- Emergency call-out.

Physical Demands:

- Walking to conduct inspections.
- Bending at waist.
- Hearing and speaking to exchange information.

Hazards:

- Working around machinery, moving vehicles or construction sites.

Authority and Responsibility

The Maintenance and Operations Director directly supervises the Custodial Supervisor, Lead Groundskeeper, Lead Maintenance Specialist, Hazardous Materials Coordinator; and in conjunction with these positions, the Maintenance Specialists and helpers, utility workers, grounds and custodial personnel, and assigned office staff. The Maintenance and Operations Director is responsible for the physical plant and grounds of the college.
Cabrillo College

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<tr>
<th>TITLE</th>
<th>CLASSIFICATION</th>
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<tr>
<td>Director of Personnel</td>
<td>Classified Administrator</td>
<td>Administration Range “F”</td>
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<td>and Human Resources</td>
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BOARD POLICY: BP 2070.14

DATE ADOPTED: August 5, 1996

**JOB DESCRIPTION**
The Director of Personnel and Human Resources provides direction for all personnel, human resources and employment functions of the district; participates in collective bargaining activities and contract management; and manages and supervises the activities performed by the district personnel and human resources staff.

**SCOPE**
Under the general direction of the Vice President/Assistant Superintendent, Business, the Director of Personnel and Human Resources directs the activities of his/her assignment at the district level, providing central personnel and human resource service for all segments of the college.

**TYPICAL DUTIES AND ASSIGNMENTS**
1. Directs and coordinates the operational activities related to personnel, human resources and employment.
2. Recommends policies and administers procedures pertaining to all facets of human resource development for all classified and academic employees. Maintains district personnel manuals and related policies and procedures publications.
3. Directs, trains and evaluates the performance of all personnel under his/her direction.
4. Directs and coordinates the recruitment and selection processes and activities of the district for both academic and classified staff.
5. Provides support and leadership to the district’s equity and diversity programs and works to ensure progress in meeting the district’s diversity goals.
6. Serves on the district’s negotiating team.
7. Participates in the management of collective bargaining and other employment-related contracts.
8. Directs district’s activities related to employee benefits and workers compensation.
9. Meets and consults with employees, and administrative staff regarding employee relations problems, personnel policies and practices, and the administration of the district Personnel and Human Resources program.
10. Directs and participates in a variety of technical personnel related work including classification analysis, salary and wage administration, performance test validation and human resources research.
11. Ensures that assignments and compensation are consistent with law, district policy and with state and federal labor law.
12. Researches legal matters and consults with legal counsel on behalf of the district.
13. Applies legal code provisions, district policy and administrative regulations, collective bargaining provisions and legal regulatory requirements in the course of assignment.
13. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action appropriate to the assignment.
14. Directs reporting activities to state and federal regulatory agencies; prepares a variety of reports and correspondence appropriate to the assignment.
15. Prepares and manages the district Personnel and Human Resources Department budget.
16. Provides for the maintenance of district personnel files for all college employees.
17. Serves on and/or chairs district/college committees as required or assigned.
18. Participates in professional organizations, as appropriate to the assignment.
19. Performs related duties as required or assigned.

QUALIFICATIONS

Knowledge and Abilities:

Principles and practices of personnel administration; principles and techniques of recruitment and selection of personnel; job analysis methods and techniques; knowledge of techniques used in the development and administration of position classification and compensation plans; and knowledge of benefits administration. The ability to effectively apply the principles, methods and techniques of personnel and human resources management, including the interpretation and application of legal provisions and requirements related to employment and affirmative action. The ability to direct and/or perform difficult and responsible technical work and objective data analysis; to effectively communicate orally and in writing; to effectively manage a comprehensive human resources program for an educational organization; to effectively supervise professional, technical, and classified staff; to develop and monitor a department budget; to perform consistently under the pressure of deadlines and other administrative demands; and to work cooperatively with others.

AUTHORITY/RESPONSIBILITY

The Director of Personnel and Human Resources provides direct management of the activities of the Personnel and Human Resources department and supervision of the management, confidential and classified staff assigned to the department.

Adopted: June 5, 1989
Revised: August 5, 1996
 JOB DESCRIPTION
The Director of Admissions and Records is responsible for the admissions, registration, and student record-keeping and reporting programs of the college, including maintaining compliance with state regulations and local policies, and recommending revisions as appropriate. The Director of Admissions and Records plans and directs all procedures relating to the registration and admission of students; develops and implements processes that support the Admissions and Records office; consults with and advises district administration, division chairs, and faculty regarding state regulations and district policies, including records access policy and procedures; and serves as the official district records officer.

SCOPE
The Director of Admissions and Records, under the general direction of the Vice President, Student Services, manages and directs the activities and personnel related to his/her assignment at the district level.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Manages a system for the registration, recording, and reporting of information pertaining to student enrollment, attendance, grades, and certifies eligibility for degrees and certificates.
2. Directs the process of admitting students, including the determination of California residency, and the maintenance of accurate, current student demographic information.
3. Coordinates the overall management of reports required by federal, state, and local agencies, including apportionment and student demographic and degree information, and coordinates the reporting of apportionment related information to the Chancellor’s Office of the California Community colleges.
4. Participates in the search and selection process for all assigned staff, and supervises, trains and evaluates staff under his/her direction, including Admissions and Records, the college switchboard and college evening services support staff.
5. Manages and monitors processes that ensure compliance with state law in the areas of admission, apportionment, and student record keeping; reviews state and local policy and recommends changes as appropriate.
6. Directs the maintenance and reporting of student and attendance information in the student information system; and maintains liaison with the Director of Computing Resources relative to these areas.
7. Notifies faculty and staff regarding policy and procedures for recording and reporting grades and attendance.
8. Directs the certification of students receiving veterans educational benefits and supervises the liaison with federal and state agencies.
9. Reviews the college catalog and schedule information as it relates to all aspects of admissions, registration and records, and makes necessary revisions; develops and updates publications in area of assignment.
10. Establishes deadlines, academic calendar dates, and reporting requirement dates as required by state law and local policy, and systematically distributes such information to all segments of the campus.
10. Maintains a system for, and records student record history, both in the student database and on the permanent records.

11. Prepares enrollment full-time equivalent student (FTES) projections.

12. Prepares recommendations for, and manages the annual budget for the Admissions and Records office, and other areas within scope of assignment.

13. Supervises and participates in the development and maintenance of a variety of related records, and the development of related reports.

14. Serves on and/or chairs district/college committees as required or assigned.

15. Provides an effective and active system for the provision of accurate information about the college and its curriculum for dissemination to students and the general public.

16. Conducts special studies, serves on special assignments and generates reports as required or assigned.

17. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:

Any combination of education and experience equivalent to completion of a four-year college degree and approximately one year experience as Registrar at a college-level institution or three years of responsible supervisory or management experience in a college-level administrative position.

Knowledge and Abilities:

Knowledge of regulations and policies of community college admissions, registration and recordkeeping; and attendance accounting and audit practices. Ability to communicate effectively both verbally and in writing, with faculty, staff, students and the community; train, supervise and evaluate assigned staff; be an informed computer user with knowledge of computing systems; possess leadership and good organizational skills; consistently perform under the pressure of deadlines and other administrative demands; to analyze and solve problems and to work cooperatively with others.

AUTHORITY/RESPONSIBILITIES

The Director of Admissions and Records provides supervision to regular classified and temporary hourly staff assigned within the areas of responsibility including but not limited to Admissions and Records, the college switchboard, and college evening services support staff.

Adopted: February 1, 1988

Revised: August 5, 1996
JOB DESCRIPTION
The Director of Financial Aid is responsible for the management and administration of the student Financial Aid Office and its functions, including but not limited to accounting operations, budget preparation, preparation of federal state and district reports, maintenance of federal fund budgetary controls and regulatory compliance, and the delivery of funds and services to students. The Director maintains compliance with all federal, state and local regulations governing student aid programs.

SCOPE
The Director of Financial Aid, under the general direction of the Vice President, Student Services, and in cooperation with the Business Services component, provides leadership and direction for the delivery and coordination of federal, state and institutional student financial aid programs; coordinates and oversees audits, compliance reviews and account reconciliations and ensures institutional compliance with relevant regulations and statutes.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Directs and coordinates the delivery of student financial aid and the maintenance of student financial aid records.
2. Recommends, interprets, and administers and updates financial aid policies ensuring compliance with pertinent federal, state and local laws and contractual regulations.
3. Prepares applications and/or proposals for federal, state, and local funds; develops, directs and implements budgetary controls for funds; and prepares department budget proposals.
4. Coordinates financial aid operations with other appropriate college units, including Admissions and Records, Extended Opportunities Programs and Services, Business Services, Computing Resources and the Counseling Division.
5. Directs, trains, supervises and evaluates financial aid office staff.
6. Researches, analyzes, develops and recommends departmental processes and procedures to increase/improve operational efficiency and to ensure proper controls and regulatory compliance.
7. Oversees and coordinates the Financial Aid office response to program reviews and audits.
8. Conducts need analysis and determines individual student eligibility for various aid programs.
9. Verifies, documents and maintains student generated information used to determine eligibility for financial aid awards.
10. Maintains liaison with federal, state, county, and other agencies to answer questions, resolve problems, provide data, interpret and apply changes in rules and regulations concerning financial aid.
11. Advises students regarding academic and career objectives in relation to financial aid; reviews students status to determine continuance or increase/decrease of aid.
12. Develops, updates and presents financial aid information through the use of brochures, literature, and workshops directed toward students, parents and community groups; and maintains and updates Financial Aid office information resource library.
13. Reviews and responds to proposed legislation related to financial aid.
14. Coordinates the development, implementation and maintenance of automated financial aid systems with the college computing resources staff and regulatory and guarantee agencies.

15. Participates on college committees as required or assigned, and serves as chairperson to the Financial Aid Committee.

16. Participates in college outreach activities with an emphasis directed to the Spanish-speaking community; directs and provides bilingual financial aid advising and services to current and prospective students.

17. Manages the student loan collection activities; and in collaboration with the Business Services office, develops and directs a loan default prevention program.

18. Prepares a variety of Financial Aid program related reports and correspondence including reports for the Governing Board.

19. Serves on college committees as required or assigned.

20. Attends and participates in professional groups, seminars and/or courses, and provides for Financial Aid staff development.

21. Resolves and/or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate.

22. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in business, public administration, social sciences, or a closely related field and demonstrated successful progressively responsible experience in financial aid.

Knowledge and Abilities:

Knowledge of federal, local, and state programs that provide financial assistance to students; the principles of individual appraisal, including interviewing and advisement techniques; pertinent laws, rules and regulations; systems control auditing processes; and working knowledge of data systems. Possession of effective oral and written communication skills along with the ability to work with students of diverse cultural and economic backgrounds, demonstrated proficiency in management of financial aid need analysis, packaging and required revisions; interpret federal and state financial aid regulations; demonstrated analytical, organizational and supervisory skills; strong counseling skills; gather and compile data and prepare reports; train, supervise, and evaluate the assigned staff; consistently perform under the pressure of deadlines and other administrative demands; and work cooperatively with others.

Desirable:

Possession of a master's degree; knowledge of SAFERS system; and ability to communicate in Spanish/English are desirable.

AUTHORITY/RESPONSIBILITY

The Director of Financial Aid directly supervises all regular classified and temporary hourly staff under his/her direction. The Director of Financial Aid is responsible for the administration of the student aid program and maintains signature authority on all financial aid funds.

Adopted: February 1, 1988
Revised: August 5, 1996
JOB DESCRIPTION
The Bookstore Manager plans, organizes and manages the operation of the college bookstore; supervises, trains, supervises and evaluates bookstore staff; participates in the search and selection of bookstore personnel.

SCOPE
The Bookstore Manager performs assigned duties under the administrative direction of the Vice President/Assistant Superintendent Business. The Bookstore Manager manages and supervises specific functions and activities of the college bookstore, and participates in the general governance of the college at the management level as required or assigned.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Plans, organizes, directs and manages bookstore activities.
2. Develops and implements bookstore operating procedures, and recommends appropriate related policies.
3. Prepares and manages annual bookstore budgets.
4. Plans and manages the maintenance of bookstore accounting records and processes.
5. Develops and controls operations in order to meet budget and service objectives.
6. Hires, trains, supervises, and evaluates assigned personnel; directs staff in cashing/accounting functions and in ordering textbooks, tradebooks, supplies, and related merchandise; and provides staff development for bookstore staff.
7. Supervises activities related to the used book program.
8. Prepares and arranges for appropriate publicity and advertising.
9. Creates and maintains appropriate bookstore image.
10. Provides for the planning, supervision and maintenance of stock and inventory controls and levels.
11. Coordinates bookstore activities with other components of the college.
12. Serves as Business Services representative on district/college committees as required or assigned.
13. Prepares a variety of reports and correspondence appropriate to assignment.
14. Performs related duties as required or assigned.

QUALIFICATIONS
Education and Experience:
Successful experience in bookstore retail management, preferably in an educational institution.

Knowledge and Abilities:
Knowledge of bookstore retail operating principles, practices and procedures, including those of cashing, budgeting and accounting, supervision, marketing/retailing, and inventory maintenance and control.
Demonstrated ability to effectively perform the duties as described above; ability to plan and organize retail operations to meet operational objectives in accordance with college goals; ability to work effectively with
diverse members and groups of the college community; ability to perform consistently under the pressure of deadlines and other administrative demands; and the ability to work cooperatively with others.

AUTHORITY/RESPONSIBILITY
The Bookstore Manager supervises bookstore staff, and is responsible for the overall functioning of the bookstore operations of the college.

Adopted:  February 1, 1988
Revised:  August 5, 1996
TITLE
Director of Safety and Protective Services

CLASSIFICATION
Classified Administrator

SALARY RANGE/ASSIGNMENT
Administration Range “L”
225 Days

BOARD POLICY:
BP 2070.20

DATE ADOPTED: August 5, 1996

JOB DESCRIPTION
The Director of Safety and Protective Services plans, organizes and manages the district’s public safety program, and provides for the safety and security of persons on district property. The Chief of Police provides law enforcement services as specified in Education Code Section 72330. The district Safety Coordinator is responsible for the development and implementation of district safety and disaster programs in liaison with state and local safety laws and regulations; and provides leadership to the district in matters relating to employee transportation.

SCOPE
The Director of Safety and Protective Services, under the general direction of the Vice President/Assistant Superintendent, Business Services, manages and supervises the specific functions and activities of his/her assignment at the district level, and participates in college governance activities as required or assigned.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Enforces and/or directs the enforcement of district rules and regulations, and state and local laws within the jurisdiction of his/her assignment.
2. Organizes, commands and directs the activities of the district police department; and trains, supervises and evaluates assigned staff, including the activities and staff assigned to the hazardous materials program.
3. Develops procedures and guidelines to accomplish the goals and objectives of assigned responsibilities with appropriate sensitivity to the dynamics of an academic community.
4. Provides crowd control for campus events.
5. Participates on college committees and in professional organizations, as appropriate to assignment.
6. Maintains communication between the police department and other campus units to ensure community input and to assess the perception of others as to the department’s general effectiveness.
7. Provides advice and information to all segments of the campus regarding industrial and environmental safety.
8. Ensures compliance with federal, state and local safety laws and regulations as appropriate to assignment.
9. Maintains and updates district disaster plan.
10. Maintains liaison with state and local law enforcement and emergency response organizations.
11. Ensures that all campus units obtain, handle and dispose of toxic substances in a lawful manner.
12. Assists in the search and selection process of assigned staff, and trains, supervises and evaluates personnel under his/her direction.
13. Serves as district representative on Santa Cruz Area Transportation Management Association.
14. May act as district representative in small claims court.
15. Performs related duties as required or assigned.
QUALIFICATIONS

Knowledge and Abilities:
Effective management and leadership skills; ability to deal effectively with a diverse population including the mentally disturbed and persons in crisis; ability to effectively communicate verbally and in writing; ability to deal with violent persons in ways that are effective, lawful and consistent with an educational environment; ability to assess the long and short term health and safety needs of the campus community, advising administration of problem areas related to health, safety or security; ability to manage criminal investigations; ability to read, comprehend and interpret civil and criminal codes and regulations relating to law enforcement, tort law and safety standards; ability to manage a campus health facility maximizing service to students while minimizing liability exposure; ability to be diplomatic, tactful and sensitive in meeting with the public, particularly during situations in which groups with special interests may be hostile and the atmosphere volatile; ability to consistently perform under the pressure of deadlines and other administrative demands; and the ability to work cooperatively with others.

AUTHORITY/RESPONSIBILITY
The Director of Safety and Protective Services directs and supervises the Hazardous Materials Coordinator, police officers, and other support staff as assigned.

Legal Reference: Education Code Section 72330

Adopted: February 1, 1988
Revised: August 5, 1996
JOB DESCRIPTION
The Supervisor, Business Services, directs staff in the preparation of the district’s annual budget and the California Community Colleges Annual Financial and Budget Report; prepares complex financial reports and statements, assists in data collection for labor negotiations; directs the fiscal operations of accounts payable/receivables, college banking operations, payroll, absence reporting, benefits and monthly Governing Board financial report preparation; directs daily auditing/compliance procedures; supervises and evaluates assigned classified business office staff; and performs related duties as required or assigned.

SCOPE
The Supervisor, Business Services, under the general direction of the Director of Business Services, performs management duties within the Business Services organizational structure, and provides support functions for all college administrative units.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Maintains the financial records for federal, state and local grants.
2. Prepares reports relating to special programs.
3. Reviews and has signature authority for assigned budget and accounting functions.
4. Performs internal audits and assists in the preparation for the annual audit.
5. Verifies revenue and expenditure classifications and other accounting procedures for compliance with the California Community College Budget and Accounting Manual.
6. Assists in data collection for the district collective bargaining negotiations teams.
7. Assists in the preparation of annual budget of the college and in filing appropriate state reports.
8. Assists faculty and staff in the interpretation and application of accounting policies and procedures.
9. Researches and prepares program and departmental budgets, and prepares instructional categorical annual budgets.
10. Prepares quarterly, mid-year, and annual reports for federal and state instructional projects.
11. Coordinates and prepares the California Community Colleges Annual Financial and Budget Report.
12. Trains, supervises and evaluates assigned business services staff.
13. Participates in the search and selection processes for staff assignments within Business Services and other college faculty and staff.
14. Performs related duties as required or assigned.

QUALIFICATIONS
Knowledge and Abilities:
Knowledge of accounting principles and procedures; ability to analyze complex information; ability to prepare financial statements and reports, to effectively carry out oral and written instructions; to train, supervise and evaluate the activities of others; to consistently perform under the pressure of deadlines and other administrative demands; and the ability to work cooperatively with others.
AUTHORITY/RESPONSIBILITY
The Supervisor, Business Services has direct supervision of designated classified employees within the organizational structure of the Business Office; and co-signature authority for district warrants.

Adopted: February 1, 1988
Revised: August 5, 1996
JOE DESCRIPTION
The Library/Learning Resources Director provides administrative supervision of all programs and services for the Library/Learning Resources Center. The Director directs and coordinates facility use of the Library and Learning Resources Center and is the primary spokesperson for these segments of the College.

SCOPE
Under the general direction of the Vice President/Assistant Superintendent, Instruction, the Library/Learning Resources Director supervises all staff, curriculum, facilities, budgets and related functions for assigned programs within his/her job description.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Directs all Library/Learning Resources Center programs and services, including facility use, individualized instruction and other designated programs and services.
2. Serves as reference and orientation librarian as needed.
3. Coordinates the operation of the Learning Resources Center with the activities of other departments located in the Center, (e.g. Writing Center, Reading Center, Learning Disabilities Program and others).
4. Takes a leadership role in developing access to electronic information resources and multimedia products, and otherwise works with faculty to augment materials and informational services that support the teaching/learning functions of the College.
5. Coordinates the introduction of technological advances in information access into the Library/Learning Resources Center and supervises ongoing programs to instruct faculty, students and the public in such use.
6. Staffing
   a. Recommends the establishment of academic positions in assigned areas of responsibility.
   b. Participates in the development of faculty and classified position descriptions and job announcements.
   c. Participates in search and selection processes for faculty and classified staff.
   d. Ensures conformity with District affirmative action policies and procedures.
   e. Submits staffing recommendations to the Vice President, Instruction.
   f. Responsible for the supervision and evaluation of full-time and part-time faculty and staff.
   g. Informs and counsels faculty on matters related to the improvement of teaching, learning, and librarianship.
   h. Recommends positions for academic and classified staff, and student assistants.
   i. Approves and submits requests for and reports on faculty and staff absences and leaves.
   j. Performs assigned staffing-related duties in compliance with District policies pertinent to local, state, and federal laws, and contractual regulations relative to areas of assignment.
7. Curriculum
   a. Coordinates and provides leadership in curriculum development and program planning and review.
b. Submits recommended curriculum and catalog changes to the Instruction Office.
c. Serves as a member of the College Curriculum Committee.
d. Coordinates and evaluates related community education and non-credit courses, and ensures that courses and programs are regularly reviewed.
e. Assists in the development of the College catalog.

8. Scheduling
   a. Assesses enrollment data and develops recommendations for schedules.
   b. Works with faculty in developing schedule of courses which complies with District requirements.
   c. Submits all scheduling information for courses in a timely and accurate manner.
   d. Provides for and schedules staff during registration periods.

9. Budget
   a. Assists in planning the College budget by organizing and submitting the Library/Learning Resources budget to the Instruction Office.
   b. Assists department heads and directors in budget planning, management and implementation.
   c. Manages all budgets within the area(s) of responsibility and oversees the maintenance of unit budget records and files.
   d. Supervises and approves all appropriate expenditures.

10. Attends meeting of Division Chair Council and serves on college committees and task forces as required or assigned.

11. Ensures that Library/Learning Resources Center practices are consistent with District policy, local, state and federal laws, and other contracts or agreements.

12. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:
Possession of a California Community College Instructor credential in Library Science OR state minimum qualifications or equivalent; and a valid California community college supervisory credential or state minimum qualifications for educational administrator; approximately three years of increasingly responsible experience as an academic administrator; five years of progressive professional librarian experience in an academic library setting; and experience which demonstrates the ability to perform the duties listed above successfully.

Knowledge and Abilities:
Knowledge of library and information technologies; of effective management and leadership principles; of principles of employee supervision and evaluation; and knowledge of budgetary planning, development and management. Ability to successfully exhibit leadership in management and planning; to effectively plan, organize, evaluate, train and oversee the work of others; to apply pertinent laws, rules and regulations; ability to manage budgets within the scope of the assignment; to compile data and prepare accurate reports; to communicate effectively both orally and in writing; to work cooperatively and effectively with individuals of diverse ethnic and educational backgrounds and with all segments of the college community; to implement oral and written directions effectively; to represent and encourage a high standard of ethical conduct amongst faculty and staff; and to perform consistently under the pressure of deadlines and other administrative demands.
AUTHORITY/RESPONSIBILITY
The Library/Learning Resources Director provides direct supervision of faculty and classified staff assigned to the Library/Learning Resources Center, and is responsible for the overall functioning of the areas to which assigned.

Adopted: February 1, 1988
Revised: March 6, 1995
Revised: August 5, 1996
JOB DESCRIPTION
The Director of Institutional Research directs and coordinates activities concerned with research and evaluation of the operations and programs of the Cabrillo Community College District.

SCOPE
Under the general direction of the Superintendent/President, or designee, the Director of Institutional Research develops and directs institutional research studies and resulting reports submitted to national and state organizations and agencies; directs or conducts institutional research for educational and administrative planning, including research questions regarding student assessment; communicates with administrators, appropriate institutional committees, faculty, staff, students, the public (including government, industrial, and civic leaders), and other educational institutions.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Directs the institutional research office and the reporting of information about Cabrillo Community College District.
2. Prepares for, and may release official college reports supplied to the state as required by applicable statutes.
3. Reviews and monitors the status of all office research studies and reports currently in progress.
4. Examines and analyzes significant college information.
5. Directs or performs studies required for accreditation of the college and individual programs.
6. Responds to or approves release of all requests for college research information.
7. Assists with, or directs the development of, most surveys conducted by the college.
8. Directs or performs analysis and preparation of resulting reports for surveys conducted.
9. Assists college officials by providing appropriate institutional research support.
10. Serves as technical research consultant to the college administration, faculty, and staff.
11. Chairs, or serves as member of, college standing and ad hoc committees.
12. Directs and coordinates institutional research information exchanges with other institutions.
13. Coordinates or directs the college official reporting schedule.
14. Audits and releases official information about college student enrollment, faculty, student and staff characteristics.

QUALIFICATIONS
Education and Experience:
A Master’s degree in a social science, mathematics, statistics, business, economics, or other research field is required. Demonstrated specialized experience in institutional research. Proven ability to administer, design, and effectively maintain an institutional research program at a state-of-the-art level is required. Demonstrated experience with computer use and statistical software. Familiar with research requirements for validation of assessment programs.
Knowledge and Abilities:

The knowledge of design, analysis, reporting, and implementation of higher education institutional research; computer based management information systems; administrative planning; study and report design; preparation and presentation of reports.

Ability to interact effectively in a complex environment with requests from many sources; to direct and maintain an ongoing institutional research program at a state-of-the-art level for a higher education institution; to effectively communicate both verbally and in writing.

Desirable:

A Doctoral degree in any of the above fields is desired. Teaching experience and experience in higher education institutional research is desired.

Adopted: July 11, 1988
Revised: August 5, 1996
Job Description

The Assistant Director of Human Resources (Recruitment and Diversity) develops, administers, implements and maintains the district’s Faculty and Staff Diversity plan and program and Sexual Harassment Prevention program; provides leadership for and participates in the development and coordination of recruitment and retention activities of college faculty and staff, and ensures compliance with applicable federal and state laws, district regulations, and executive orders.

Scope

Under the general direction of the Superintendent/President, the Assistant Director of Human Resources (Recruitment and Diversity) provides leadership and coordination in support of the college’s commitment to equity and diversity. Under the general supervision of the Director of Personnel and Human Resources, the Assistant Director of Human Resources (Recruitment and Diversity) directs faculty and staff recruitment activities and sexual harassment prevention programs.

Typical Duties and Assignments

1. Develops, coordinates and oversees the recruitment, selection, and retention activities for college faculty and staff, develops and recommends recruitment strategies, and assists with special recruitment efforts directed toward ethnic minorities, women and other underrepresented groups. (E)

2. Develops and coordinates the annual update of the District Faculty and Staff Diversity plan and programs. (E)

3. Interprets, communicates, and assists in implementing federal and state regulations relating to equity and diversity, district employment and sexual harassment. (E)

4. Advises District administrators and other college staff on the nature, purpose and intent of laws, executive orders, policies and regulations, and the district equity and diversity and sexual harassment prevention programs and goals. (E)

5. Reviews and updates District policies, procedures, contracts and publications to ensure compliance with applicable federal and state laws, regulations and executive orders. (E)

6. Assists college administrators in planning and establishing mid-to-long range goals for the assertive hiring of underrepresented faculty and staff. (E)

7. Assists college programs with the development of a comprehensive and on-going recruitment and employment program. (E)

8. Recommends and assists in developing and implementing personnel procedures to provide and promote equal and fair employment practices. (E)

9. Develops and maintains data essential to implementation of the District Faculty and Staff Diversity plan and programs. (E)

10. Identifies problem areas and recommends changes in the procedures of equity and diversity programs to increase effectiveness. (E)

11. Prepares a variety of reports and correspondence, including but not limited to employment, equity and diversity required by state and federal agencies. (E)
12. Participates and assists college officials in the resolution of complaints or discrimination allegations and/or actions and recommends and/or initiates corrective action appropriate to the assignment. (E)

13. Investigates formal complaints of alleged discrimination, employee complaints or grievances relating to fair employment practices and district policies and procedures; recommends corrective procedures and/or actions to the College administration. (E)

14. Represents the district at meetings and conferences on matters relating to equity, diversity and equal employment opportunity programs. (E)

15. Participates in the development and implementation of faculty and staff development programs and training. (E)

16. Participates in the development and implementation of computer systems appropriate to the assignment. (E)

17. Supervises, trains and evaluates assigned staff in the Human Resources Department. (E)

18. Assists in the management of collective bargaining and other employment related contracts.

19. May act on behalf of the Director of Personnel and Human Resources in his/her absence.

20. Serves on and/or chairs district/college committees as required or assigned.

21. Participates in job fairs and related district recruitment efforts.

22. Performs related duties as required and/or as assigned.

Qualifications

Education and Experience:
Equivalent to graduation from an accredited four-year college or university with a Bachelor’s degree. Major coursework in human resources, business, public administration, social sciences, or a closely related field. Demonstrated successful experience in human resources management; must possess effective verbal and written communication skills.

Knowledge and Abilities:
Knowledge of principles, practices, laws and regulations related to affirmative action, nondiscrimination, equal employment opportunity and public personnel administration; knowledge and understanding of human resources management, including recruitment techniques and strategies; knowledge of applicable state and federal employment-related laws and regulations; knowledge and understanding of computer-supported database management and data analysis; and conflict resolution skills in an employment setting; and effective supervisory principles and practices.

Ability to coordinate and successfully implement an equity and diversity program and plan; ability to learn, interpret and apply current pertinent federal, state and local laws and regulations relating to the position’s responsibilities; gather, interpret and effectively analyze data; compile data and prepare accurate reports; maintain accurate, complex records; communicate effectively both verbally and in writing; possess well-developed management, organizational and facilitation skills; establish and maintain effective working relationships with district employees and members of the community; effectively train, supervise and evaluate staff; and to perform consistently under the pressure of deadlines and other administrative demands.
Desirable:

Demonstrated experience in policy and planning at the college or university level; demonstrated experience in analyzing and interpreting federal, state, and local laws and regulations; demonstrated experience in an affirmative action role.

Authority And Responsibility

The Assistant Director of Human Resources (Recruitment and Diversity) supervises and evaluates assigned staff.

Adopted: March 3, 1989
Revised: August 5, 1996
Revised: February 5, 2001
JOB DESCRIPTION
The Director of the Central Coast Small Business Development Center is responsible for providing direction, leadership and technical support to clients of the Small Business Development Center (SBDC).

SCOPE
Under the general direction of the Dean of Occupational and Community Development, the Director of the Small Business Development Center provides direction, development, and promotion for the Central Coast Small Business Development Center, a project operated with special funding under contract with the California Department of Commerce in cooperation with the U.S. Small Business Administration. Efforts on behalf of the Center are performed in accordance with goals and objectives of the California Small Business Development Center Plan.

This position provides one-on-one business advisement and technical assistance to small business owners and employees or prospective business owners. The SBDC Director initiates cosponsorship of programs and services with various community organizations and with other college programs.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Directs, manages, and supervises the operations of the SBDC program and supervises, trains, and evaluates SBDC staff.
2. negotiates cooperative agreements and participation agreements between the SBDC program and public entities and private individuals.
3. Provides in-depth business advisement and technical assistance to Center clients in the areas of business planning, management, financial analyses and related areas of business operation.
4. Analyzes and evaluates service needs for clients and make appropriate assignments to consultants and other resources.
5. Interviews, assigns, and evaluates consultants for service to clients.
6. Represents the college in an official capacity with regard to program activities, and coordinates communications with the business community of the Monterey Bay area and negotiations with State Department of Commerce and other public agencies.
7. Develops, implements, and evaluates a marketing plan for the SBDC program including strategies for program promotion.
8. Ensures compliance with program activity timelines, evaluation criteria and reporting requirements.
9. Establishes systems, collects data, and develops and directs recordkeeping methods necessary for budget auditing and project evaluation.
10. Manages budget expenditures, recommends expenditures, and maintains cumulative cash flow records for Center operation.
11. Interprets and maintains compliance with pertinent federal, state and local laws, and contractual regulations.
12. Develops SBDC Advisory Board, initiating nominations for membership and establishing meeting schedules.
13. Coordinates SBDC program activities and training with the college instructional program, including Cabrillo’s Business and Computer Science Division and the Community Education Department.

14. Prepares reports, writes proposals for funding program plans and other official documents for the operation and continuation of the program.

15. Establishes and maintains cooperative working relationships with diverse business communities, including minority and women-owned business organizations and businesses.

16. Performs other duties as required or assigned.

QUALIFICATIONS

Education and Experience:

Extensive background in successful business operations combined with college education in business or related field equivalent to a bachelor’s degree; demonstrated successful business and/or program operation experience; demonstrated successful experience in providing business advisement or teaching business courses.

Knowledge and Abilities:

Knowledge of practical and theoretical business operation, with emphasis on small business; principles and practices related to the development of small businesses, including business and marketing plan development; market research and analysis techniques; basic marketing and business advertising techniques; and budgetary principles and practices. Ability to communicate effectively verbally and in writing; provide accurate business advisement with measurable results benefiting the Center clientele; train, supervise and evaluate staff; exhibit leadership in management and planning; effectively plan, organize and evaluate programs; write a business plan for small business; develop and effectively manage a budget; evaluate computer systems needed to operate the program; establish and maintain cooperative working relationships with business and industry representatives in diverse fields and from a variety of ethnic and economic backgrounds; perform effectively under the pressure of deadlines and other administrative demands.

Desirable:

Master’s degree in business administration, business management or a related field; and experience in writing grants and the management and reporting for grant-funded programs.

AUTHORITY/RESPONSIBILITY

The Director of the SBDC supervises employees of the SBDC.

Adopted: September 9, 1991
Revised: August 5, 1996
JOB DESCRIPTION
Provides direction, leadership, and support for the Watsonville Center programs, services, faculty and staff.

SCOPE
Under the general direction of the Assistant Superintendent/Vice President, Instruction, the Watsonville Center Director supervises classified staff, coordinates the curriculum, manages scheduling, facilities and related functions for the Watsonville Center. The director also teaches classes or performs faculty duties for 25%-40% of assignment.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Assists appropriate administrators in planning, developing, and scheduling classes and services at the center.
2. Trains, supervises, schedules, and evaluates assigned classified employees. Assists in evaluation of part-time and full-time faculty in accordance with the collective bargaining agreement.
3. Provides on-site supervision and coordination of services and staff.
4. Directs and coordinates main campus services provided at the center, and facilitates coordination of student services and instruction for the center.
5. Gathers data and prepares reports and correspondence.
6. Represents the college in meetings with other colleges, educational institutions, and community organizations.
7. Facilitates local community involvement and awareness through an ongoing advisory committee and community organization participation.
8. Promotes and recruits faculty/staff/student participation and representation at the center including increasing the participation of the bilingual/bicultural population.
9. Organizes and promotes staff development activities including those appropriate for staff and faculty serving bilingual/bicultural students.
10. Coordinates the promotion of Watsonville instructional programs, with attention to the diverse needs of the community, with the college public information office.
11. Recommends annual budget and ensures appropriate expenditures.
12. Chairs, serves on, and/or attends committee and task force meetings as required or assigned.
13. Ensures center practices are consistent with district policy, federal and state law, and other contracts or agreements relative to area of assignment.
14. Participates in search and selection activities for center and college staff and faculty.
15. Conducts periodic review of assigned programs and services.
16. Prioritizes and schedules facility use of Watsonville Center.
17. Resolves or assists in the resolution of problems and/or complaints, and initiates corrective action as appropriate to assignment.
18. Teaches classes or performs faculty duties as assigned.
19. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:
California Community College credential authorizing administrative service at the community college level OR meet the state minimum qualifications for an educational administrator which are possession of a master's degree and one year of formal training, internship, or leadership experience reasonably related to the administrative assignment, which may, but need not be, concurrent with the required full-time service; California Community College instructor credential OR meet state minimum qualifications or equivalent; commitment to the community college philosophy; commitment to serving the diverse populations of the community; knowledge of bilingual/bicultural population; successful experience in personnel supervision and program administration; demonstrated creativity and innovation; knowledge of current teaching and learning strategies; and experience in working with community and/or professional organizations.

Knowledge and Abilities:
Ability to communicate effectively verbally and in writing; to work cooperatively and effectively with students, faculty, administrators, community groups and individuals of diverse academic, ethnic, socioeconomic, language ability and cultural backgrounds, including those with disabilities; to plan, organize, and evaluate; to develop and monitor a budget; to train, supervise and evaluate staff; to communicate effectively in English and Spanish; to work cooperatively with others; and to consistently perform under the pressure of deadlines and other administrative demands.

AUTHORITY/RESPONSIBILITY
The Director of the Watsonville Center provides direct supervision of the Watsonville Center and its assigned staff, and is responsible for the overall functions of the center.

Adopted: November 4, 1991
Revised: August 5, 1996
12. Develops a center tutoring and study program which includes recruitment and training of peer, college, and volunteer tutors; and coordinating individual, workshop, small and large group study activities.

13. Recruits and schedules speakers for meetings of MESA students.

14. Plans, schedules, and coordinates activities related to student recruitment, career advising and job orientation for students, and activities related to academic advising and transfer requirements.

15. Collects appropriate data to assist in preparation of grant proposals.

16. Performs related duties as required or assigned to ensure success of the Cabrillo College MESA program.

QUALIFICATIONS

Education and Experience:

Bachelor’s degree from an accredited college or university, preferably in a math-based field (one requiring calculus or equivalent); a minimum of three years successful work experience in teaching, industry, or a profession involving work with students in math-based fields; experience directing activities requiring management and leadership skills; experience working with educational institutions; familiarity with organizational, operational and structural functions of post-secondary school systems.

Knowledge and Abilities:

Ability to work effectively with local industry, business, and community organizations and with parents groups; work in a multietnic environment with African American, Mexican American, American Indian, and other Latino American students with career interests in engineering, science, and other mathematics based fields; deliver academic services to students aimed at improving academic study, test-taking and other skills in math-based fields; supervise, train, and evaluate staff; work independently, assume responsibility, and take initiative in leadership and management of the program. Skill in writing and oral communication, and in student advising.

AUTHORITY/RESPONSIBILITY

The MESA Program Director directly supervises all classified and temporary hourly staff under his/her direction. The MESA Center director is responsible for the administration and management of the center’s operation, including the program budget.

Adopted: July 6, 1992
Revised: August 5, 1996
JOB DESCRIPTION
The Director of Business Services is responsible for managing district accounting and banking operations, budget preparation, preparation of appropriate federal and state reports, maintenance of budgetary control of district funds, and the provision of a variety of fiscal information and support services.

SCOPE
The Director of Business Services, under the general direction of the Vice President, Business Services, supervises the activities related to, and maintains the financial records of the district; manages the preparation of financial reports; ensures that financial recordkeeping is performed in accordance with generally accepted federal, state, county, and district requirements and practices; and supervises the operational activities of purchasing, duplications, the mailroom, warehousing, food service, and construction.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Analyzes, interprets, and directs the preparation of the annual district budget.
2. Directs the fiscal operations of the district including the accounting, banking, budgeting, payroll, purchasing and auditing functions.
3. Prepares financial projections, analyzes the district’s financial status, and anticipates potential variances in the operating budget.
4. Responsible for the preparation of monthly, quarterly, and annual reports for all federal and state agencies and district projects; prepares the California Community Colleges Annual Financial and Budget Report.
5. Directs, trains, supervises and evaluates staff assigned to various Business Services units including budgeting, purchasing, duplications, mailroom, warehouse and food services staff.
6. Directs the maintenance of all funds and accounting records of the district and the Cabrillo College Foundation.
7. Analyzes and interprets the financial impact of contract language proposals relative to the district’s collective bargaining process and assists in table negotiations as required or assigned.
8. Recommends, interprets and administers policies ensuring compliance with pertinent federal, state and local laws and contractual regulations.
9. Prepares and coordinates the annual external audit.
10. Participates in the development and review of contracts entered into by the district.
11. Coordinates district construction projects.
12. Directs the district’s purchasing activities including bidding procedures.
13. Serves on a variety of district committees and may represent the district in organizations such as Joint Powers Authorities and other community organizations as required or assigned.
14. Participates in the search and selection process for staff assignments within the area of assignments, and make appropriate recommendations for appointment.
15. Prepares a variety of reports and correspondence including reports for the Governing Board.
16. Conducts special studies and complete special projects as directed by the Vice President, Business Services.

17. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's Degree or higher in accounting, finance, business or related discipline with substantial course work in accounting and/or equivalent work experience. Master's Degree in business or public administration desired. Minimum of five years of progressively responsible experience in accounting, at least three of which should be in a supervisory or managerial capacity.

Knowledge and Abilities:

Knowledge of accounting principles and procedures; laws and regulations applicable to community college accounting operations; office practices, procedures and equipment, and familiarity with computerized accounting and financial reporting systems.

Ability to analyze, interpret, and prepare financial statements and reports in accordance with generally accepted accounting principles; consistently perform under the pressures of deadlines and other administrative demands; effectively train, supervise and evaluate staff; communicate effectively verbally and in writing; spreadsheet software applications; and maintain effective and cooperative relations with faculty, staff, and college administration.

AUTHORITY/RESPONSIBILITY

Provides direct management of the activities of the Business Services Office and supervision of the management or staff in assigned areas, including budgeting, purchasing, duplications, mailroom, warehouse and food services.

Adopted: November 4, 1991

Revised: August 5, 1996
Job Description

The Dean of Instruction, Transfer and Distance Education provides leadership and direction for the transfer and general education curricula, services, and staff.

Scope

The Dean of Instruction, Transfer and Distance Education provides leadership and direction for the transfer, basic skills, and ESL curricula, articulation and instructional innovation. The dean directs, supervises and evaluates faculty and staff relative to areas of assignment.

Examples of Duties - Duties include but are not limited to the following:

1. Directs the district articulation with universities and high schools. (E)
2. Directs all transfer and general education curricula in regards to program development, review, and evaluation. (E)
3. In cooperation with faculty, develops requests for financial support for transfer education from public and private sources. (E)
4. Directs or conducts research regarding student success and transfer rates. (E)
5. Examines, evaluates and makes recommendations for potential technological innovations in transfer and general education instruction and instructional support. Assists faculty in the acquisition, development, and utilization of instructional resources. (E)
6. Develops and implements an effective faculty development program which includes instructional methodologies and technologies designed to promote student success. (E)
7. Provides direction for the college Distance Education Program. (E)
8. Directs the preparation and management of the budgets for assigned areas of responsibility. (E)
9. Trains, supervises, evaluates performance, and provides leadership to assigned academic and classified employees. (E)
10. Prepares a variety of reports and correspondence appropriate to assignment. (E)
11. Represents the district at off-campus meetings and conferences, in relationships with other educational institutions and community organizations. (E)
12. Develops, monitors and implements area goals and objectives. (E)
13. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate. (E)
14. Interprets and performs assignments in compliance with pertinent federal, state and local laws, and contractual regulations relative to area(s) of assignment. (E)
15. Chairs and serves on various college committees and participates in professional organizations as appropriate to assignment.
16. Performs related duties as required or assigned.

(E) = designates an essential function
Qualifications

Education and Experience:
A Master's degree from an accredited college or university and approximately three years of increasingly responsible experience as an academic administrator; successful college teaching experience; familiarity with state-wide transfer policy and requirements; demonstrated commitment to serving students with diverse backgrounds, interest, goals, and abilities; demonstrated competence in program planning and evaluation, fiscal and program management, and employee contract administration; demonstrated expertise in the teaching and learning process; demonstrated competence in development and evaluation of academic programs and professional personnel; demonstrated effectiveness in leading and motivating faculty and staff in a collegial and shared governance environment; demonstrated commitment to staff diversity, including affirmative action and equal opportunity; and successful experience which demonstrates the ability to perform the duties listed above.

Knowledge and Abilities:
Knowledge of and commitment to the mission of a comprehensive community college; personal computer and local area network hardware and software operating practices, principles and literacy. Ability to communicate effectively verbally and in writing; work effectively with groups of diverse ethnic and educational backgrounds; promote instructional innovation; exhibit leadership in program and budget management and planning; perform consistently under the pressure of deadlines and other administrative demands; train, supervise, and evaluate staff; and the ability to work cooperatively with others.

Licenses and Other Requirements
- Valid California driver's license.

Working Conditions

Environment:
- Office environment

Physical Demands:
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Seeing to read and analyze financial and statistical reports.

Authority/Responsibilities
The Dean of Instruction, Transfer and Distance Education directly supervises the staff of the transfer education office and other programs to which assigned. In cooperation with other instructional administrators, the Dean of Instruction, Transfer and Distance Education is responsible for the successful operation of the instructional programs to which assigned.
JOB DESCRIPTION
The Director of Student Affairs is responsible for providing direction and leadership to students in college student organizations. This position directs the services and programs of the college in the areas of student welfare and student recognition; plans, directs, and oversees student services in scholarships, graduation and award ceremonies, K-12 outreach activities, transportation, college center operations, ombudsman services, and student orientation; and directs the campus recycling program and manages the Cabrillo Advancement Program (CAP).

SCOPE
Under the general direction of the Vice President, Student Services, the Director of Student Affairs directs the activities and programs of Student Affairs at the department management level. The Director of Student Affairs serves as the college representative for all student organizations and provides budget direction, policy implementation, and leadership development for these functions and activities.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Advises and assists the student government and student organizations in process, organization, operation, budget management, and evaluation.
2. Directs the supervision of college and student-sponsored activities.
3. Directs and manages the Cabrillo Advancement Program (CAP); and assists in college outreach and program design.
4. Directs the supervision of the campus recycling program and designs campus-wide marketing and promotion program.
5. Directs, trains, supervises, and evaluates staff assigned to programs including but not limited to student affairs, Cabrillo Advancement Program (CAP), scholarships and campus recycling.
6. Develops and facilitates a communication system with appropriate college administrators regarding student planned activities and serves as district liaison between student services and the Instruction Office.
7. Promotes and recruits student representation and participation on college governance committees.
8. Assists in the development, administration, and analysis of student surveys for student services programs.
9. Assists in arranging student support services at off-campus sites.
10. Manages and evaluates the student welfare services of student activity, including but not limited to, emergency loan services, off-campus housing, Santa Cruz Metropolitan Transit district services, and vending machine contracts.
11. Manages the use and maintenance of the college center.
12. Directs and coordinates the college-wide graduation, scholarship awards ceremony, and other ceremonies or activities, as required or assigned.
13. Makes staffing recommendations to the Vice President, Student Services and participates in college recruitment and selection activities.
14. Prepares the annual budgets and ensures appropriate budget expenditures for assigned functions.
15. Represents student services in the coordination of campus child care activities.
16. Represents the college in relationships with other colleges, educational institutions, and community organizations; and serves on college committees as required or assigned.
17. Interprets and maintains compliance with pertinent federal, state, and local laws, and contractual regulations relative to area of assignment.
18. Coordinates and evaluates district activities involving retention and successful development of students in cooperation with the Director of Student Development.
19. Develops and produces training materials on conflict resolution and mediation skills and procedures.
20. Assists in the resolution of student problems or complaints and initiates corrective action appropriate to the assignment.
21. Prepares a variety of reports and correspondence appropriate to assignment.
22. Performs related duties as required or assigned.

QUALIFICATIONS

Education and Experience:
California Community College credential authorizing administrative service at the community college level OR the state minimum qualifications for an educational administrator which are possession of a master’s degree and one year of formal training, internship, or leadership experience reasonably related to the administrative assignment, which may, but need not be, concurrent with the required full-time service. Successful experience in personnel supervision and program administration.

Knowledge and Abilities:
Knowledge of and commitment to the community college philosophy; effective oral and written communication skills; knowledge of related Title 5 regulations and legal requirements, and student success strategies; knowledge of and ability to utilize conflict resolution and mediation skills.
Demonstrated ability to perform the duties effectively as described above; ability to communicate well with students of diverse academic, ethnic, socioeconomic, and cultural backgrounds, including students with disabilities; ability to plan, organize, and evaluate; ability to consistently perform under the pressure of deadlines and other administrative demands; ability to develop and monitor a budget; ability to work cooperatively with others; and the ability to effectively train, supervise, and evaluate staff.

AUTHORITY/RESPONSIBILITY
The Director of Student Affairs provides direct supervision to classified and student temporary hourly support staff assigned to student affairs, CAP, scholarships, recycling, and other programs as designated.

Adopted: June 7, 1993
Revised: August 5, 1996
Job Description

The Director of Marketing and Communications provides leadership for the district’s marketing, communications and community development programs. This position directs and initiates a comprehensive marketing program and programs for internal and external communications, including news media relations, government relations, community relations, and district publications. Position responsibilities include supervision of support staff and management of program budgets.

Scope

Under the general direction of the Superintendent/President, the Director of Marketing and Communications performs assignments at the district level, providing leadership and services to all segments of the college.

Typical Duties and Responsibilities

1. Develops, refines and implements a comprehensive marketing program for the college, using market research techniques to assess community and student needs and relating results to the development and delivery of college programs and services.

2. Develops a comprehensive news media communications program and serves as an official district spokesperson.

3. Evaluates the news worthiness of district events and activities and ensures effective promotion of same.

4. Develops a coordinated governmental relations program and initiates communications with appropriate public officials and community leaders on behalf of college programs and services.

5. Directs the preparation, review and production of the district print and electronic publications, news releases and other internal and external communications.

6. Trains, supervises, schedules and evaluates classified support staff in the area(s) supervised.

7. Directs the preparation and management of budgets for the assigned area(s) of responsibility.

8. Plans, coordinates, implements and evaluates special events for providing employee recognition and/or for promoting support and awareness of college programs among community groups and elected officials.

9. Develops and assesses internal communications processes and initiates appropriate changes as needed.

10. Serves as a college representative to various community groups, including business and cultural organizations.

11. Chairs and/or serves as a member of various college committees and participates in professional organizations as appropriate to assignment.

12. Develops, recommends and implements policies and procedures and develops, monitors and implements goals and objectives for the area(s) of assignment.

13. Interprets and maintains compliance with pertinent federal, state, and local laws and contractual regulations relative to areas of assignment.

14. Gathers, compiles and analyzes data and prepares reports and correspondence as appropriate to assignment.
15. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate.

16. Performs related duties as required or assigned.

**Qualifications**

*Education and experience:*
A bachelor's degree from an accredited college or university, master's degree desired, and approximately four years of increasingly responsible experience in program development, marketing, advertising, and community development activities, which includes basic market research; establishing effective relationships with community and governmental organizations; demonstrated competence in planning and evaluation, fiscal and program management, employee contract administration; demonstrated effectiveness in developing and implementing marketing and advertising campaigns and in establishing communications strategies for a variety of purposes; demonstrated commitment to staff diversity, successful experience indicating the ability to perform the duties listed above.

*Knowledge and abilities:*
Knowledge of and commitment to the mission of a comprehensive community college. Ability to communicate effectively verbally and in writing; to work effectively with groups of diverse ethnic and educational backgrounds; to gather and analyze data and prepare reports; to exhibit leadership in management and planning; to perform consistently under the pressure of deadlines and other administrative demands; to train, supervise, and evaluate staff; and the ability to work cooperatively with others.

**Authority/Responsibilities**
The Director of Marketing and Communications supervises staff in the Marketing and Communications department and other programs as designated. In cooperation with other district personnel, the Director of Marketing and Communications is responsible for the successful operation of the programs to which assigned.

Revised: October 6, 1997
JOB DESCRIPTION
The Food Services Director plans, organizes, manages and directs the Food Services operations and functions; develops and maintains cost and quality standards; selects, supervises, trains and evaluates assigned staff.

SCOPE
Under the general direction of the Director of Business Services, the Food Services Director performs his/her specific duties within the organizational scope of the Cabrillo College Food Services, and participates in the general governance of the college at the management level.

TYPICAL DUTIES AND RESPONSIBILITIES
1. Manages, organizes, directs and supervises the coordination of the Food Services program including the main cafeteria, extended campus facilities, snack bar, catering and vending.
2. Ensures all food preparation and service areas operate and are maintained in a manner which meets or exceeds health and safety standards.
3. Develops current, intermediate and long range financial and operational plans.
4. Develops and administers the annual operating budget for food service operations and functions.
5. Maintains all records required by audit standards and accounting procedures.
6. Establishes and implements income and expense goals.
7. Analyzes monthly financial statements and initiates necessary administrative and fiscal action to reach fiscal and retail goals.
8. Assures that service and product offerings meet campus needs in the most cost efficient manner.
9. Regularly updates the Director of Fiscal Services/Budget regarding food service operations, personnel, and administrative information.
10. Maintains responsibility for the hiring, training, assignment, scheduling, productivity, development and evaluation of food service employees.
11. Develops and implements policies and procedures for service, hours of operation, purchasing and storage.
12. Develops and plans menus.
13. Negotiates and recommends contracts with outside agencies and vendors and monitors contract compliance.
15. Makes presentations regarding food service operations and policies to campus groups, administration, and Governing Board.
16. Serves on and/or chairs district/college committees as required or assigned.
17. Represents food service operations and functions with the campus community, other organizations and the public.
18. Performs related duties as required or assigned.
QUALIFICATIONS

Education and Experience:
Equivalent to completion of two years of college education in a related field and four years of successful supervisory/management experience in a large institutional or large commercial environment (college, school, hotel, hospital, cafeteria or restaurant), developing and implementing a food service operation program; developing and implementing budgets and fiscal controls; selecting, training and supervising employees; preparing and serving food, ordering of food supplies, including fast food, cafeteria, vending and catering operations.

Knowledge and Abilities:
Knowledge of the management of food services operations, including the development, organization and coordination of services; principles, practices, and procedures of food preparation, storage, menu planning, and service to large groups of people; operation, maintenance, and use of kitchen equipment; menu planning; purchasing of food and supplies; pricing methods and techniques; inventory management; budget development, fiscal controls, and accounting; food service sanitation and safety; and principles of supervision, employee development and performance evaluation.

Ability to plan, organize, manage and supervise food service functions and operations; select, supervise, coordinate, schedule, train and evaluate assigned staff; prepare and monitor budgets; develop and implement sales strategies and plans; analyze food service operations and sales, developing methods to achieve goals; ensure that food service products and services meet the needs of the campus community; organize data, maintain records and prepare reports; work effectively with diverse members and groups of the college community; perform consistently under the pressure of deadlines and other managerial demands; develop and maintain effective working relationships with the campus community, campus Culinary Arts and Hospitality Management, general public, co-workers, and those contacted during the course of work.

AUTHORITY/RESPONSIBILITY
The Food Services Director selects, trains, supervises and evaluates contract and temporary Food Service Assistance and Food Service Cooks and is responsible for the overall management and functioning of the Food Service Operation, including the formulation and effectuation of management and fiscal policies.

Adopted: October 2, 1995
Revised: August 5, 1996
**Job Description**

The Dean of Instruction, Career Education and Economic Development provides leadership and direction for the occupational education, community education, and economic development programs, services, faculty and staff.

**Scope**

Under the general direction of the Vice President/Assistant Superintendent, Instruction, Dean of Instruction, Career Education and Economic Development provides leadership and direction for occupational education, job training and economic development, direction and management for community education and facilities; and directs, supervises and evaluates staff relative to areas of assignment.

**Examples of Duties** - Duties include but are not limited to the following:

1. Trains, supervises, evaluates performance, and provides leadership to assigned academic and classified employees. (E)

2. Directs and/or conducts surveys and studies required to determine the training, vocational education, community education, and economic development needs of the district. (E)

3. Works with community, local school, and college representatives to create educational partnerships between the college and its community. (E)

4. Provides direction to all occupational programs in the specific areas of development, review, program evaluation, and marketing. (E)

5. Oversees the preparation of and prepares all reports and records for VATEA, SBDC, Community Education, and other specially-funded programs, and assists faculty and administrators in development and compliance of these programs. (E)

6. Directs the operation of community and contract education. (E)

7. Provides direction for the Cooperative Work Experience program. (E)

8. Examines, evaluates, and makes recommendations for potential technological innovations in occupational education instruction and support. Assists faculty in the acquisition, development, and utilization of instructional resources. (E)

9. In cooperation with faculty, develops requests for financial support for occupational education and training from governmental and private agencies. (E)

10. Prepares a variety of reports and correspondence appropriate to assignments. (E)

11. Develops, monitors and implements area goals and objectives. (E)

12. Interprets and performs assignments in compliance with pertinent federal, state and local laws, and contractual regulations relative to areas of assignment. (E)

13. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate. (E)
Examples of Duties - Continued

14. Works in cooperation with other instructional administrators in the development and planning of programs within the scope of assignment. (E)

15. Supervises and evaluates the director of the Small Business Development Center, and Director of Community and Contract Education. (E)

16. Directs the preparation and management of the budgets for assigned areas of responsibility. (E)

17. Represents the district at off campus meetings and conferences, in relationships with other educational institutions, community organizations and businesses. (E)

18. Chairs or serves on various college committees including occupational advisory committees, and participates in professional organizations as appropriate to assignment.

19. Performs related duties as required or assigned.

(E) = designates an essential function

Qualifications

Education and Experience:

A Master's degree from an accredited college or university and approximately three years of increasingly responsible experience as an academic administrator which includes working with community organizations and/or employers; successful college teaching experience; demonstrated commitment to serving students with diverse backgrounds, interest, goals, and abilities; demonstrated competence in planning and evaluation, fiscal and program management, employee contract administration and facilities planning; demonstrated expertise in the teaching and learning process; competence in development and evaluation of academic programs and personnel; demonstrated effectiveness in leading and motivating faculty and staff in a collegial shared governance environment; demonstrated commitment to staff diversity, including faculty and staff equity and diversity, successful experience which demonstrates the ability to perform the duties listed above.

Knowledge and Abilities:

Knowledge of and commitment to the mission of a comprehensive community college. Ability to communicate effectively verbally and in writing; work effectively with groups of diverse ethnic and educational backgrounds; promote instructional innovation; exhibit leadership in management and planning; perform consistently under the pressure of deadlines and other administrative demands; train, supervise, and evaluate staff; and work cooperatively with others.
Licenses and Other Requirements

- Valid California driver's license.

Working Conditions

Environment:
- Office environment.

Physical Demands:
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting or standing for extended periods of time.
- Seeing to read and analyze financial and statistical reports.

Authority/Responsibilities

The Dean of Instruction, Career Education and Economic Development supervises staff of the occupational education office, and other programs as designated. In cooperation with other instructional administrators, the Dean of Instruction, Career Education and Economic Development is responsible for the successful operation of the programs to which assigned.
Job Description

The Manager of Technology Applications provides management and supervision of the activities performed by the Computing Resources department, including management of academic and business computer and technology services; plans, organizes and directs the day-to-day activities, services and operations of the department's systems and programming staff to provide information services to the business and instructional programs of the College; analyzes and evaluates application programs, needed modifications and data processing concerns to meet College needs; oversees installation of new software applications; trains, supervises, and evaluates assigned personnel.

Scope

The Manager of Technology Applications, under the general direction of the Director of Computing Resources, manages and directs the activities and personnel related to his/her assignment, and participates in the general governance of the College at the management level as required or assigned.

Typical Duties and Responsibilities

1. Plans, organizes and coordinates the day-to-day activities of the systems and programming unit of the Computing Resources department.

2. Analyzes and evaluates technology applications programs and recommends needed modifications; reviews new application development and maintenance projects of systems and programming staff; establishes and reviews programming projects and provides assistance and training as needed.

3. Receives and screens user programming requests for new applications or modifications and determines appropriate priority and response; performs primary and preliminary systems analysis and meetings with users; meets with users to analyze, clarify and define needs to determine optimum solution; analyzes effects on existing system.

4. Oversees the evaluation of new software packages for business and instructional applications; works with the Director of Computing Resources to plan installation and modifications of integrated software applications; ensures proper coordination with network and training personnel and users to facilitate installation requirements.

5. Develops unit and project goals, objectives and time lines; evaluates and determines project tasks and assigns work to programming and systems analyst personnel; monitors project progress and adjust staffing, resources, objectives and time lines as needed.

6. Plans and implements Internet interfaces and technology; coordinates with instruction and business services personnel to ensure user needs are met.

7. Installs new releases of operating system and applications software; monitors and adjusts system configurations for optimum performance, including setting on-line system parameters and configures new devices.

8. Trains, supervises and evaluates the performance of assigned personnel; establishes priorities of programming projects in accordance with department priority guidelines; directs and assigns computer operations staff.

9. Provides for proper programming documentation and coordination with user training and help desk staff.
10. Provides training to programming staff to introduce new techniques, standards and software products; develops, implements and enforces programming standards.

11. Defines database items, structures and relationships; maintains system dictionary; develops and maintains database security procedures; monitors and refines database performance such as records storage accuracy and efficiency; monitors and adjusts dataset capacities.

12. Provides technical assistance to departments, users and subordinates in conceptual system design and the actual design of automated information systems.

13. Prepares and maintains a variety of records and reports related to department operations, including projects, personnel, computer usage, system performance and capacities and government required reports.

14. Operates a variety of computer equipment, including system mainframe, terminals, personal and mini-computers, large multi-programming computers, other peripherals and a large number of software applications.

15. Conducts periodic review/evaluation of assigned programs and services.

16. Serves on and/or chairs college committees as required or assigned.

17. Ensures compliance with district policy, federal and state law, and other contracts or agreements relative to area of assignment.

18. Participates in search and selection activities for department and college staff and faculty.

19. Performs related duties as required or assigned.

**Qualifications**

*Education and Experience:*

Any combination of education and experience equivalent to a bachelor's degree in computer science, computer information systems or related field AND four years of progressively responsible experience in systems analysis and programming involving languages utilized by the College.

*Knowledge and Abilities:*

Knowledge of: data processing equipment and operation; computer programming languages, utilities and applications used within an educational setting; database management systems and dictionaries; advanced principles and techniques of systems analysis and design and computer programming and documentation; computer backup and security techniques and issues; principles and practices of supervision and training; principles and methods of data entry and computer operations; technical aspects of field of specialty; operation, capabilities and limitations of computer equipment; and proper methods of storing equipment, materials and supplies.

Ability to: plan organize and direct the day-to-day activities, services and operations of the department's systems and programming staff; analyze and evaluate data processing programs, needed modifications and data processing concerns to meet district needs; train, supervise and evaluate assigned personnel; act for the department head in his/her absence or as required; perform difficult and complex programming in the analysis of systems requirements and development of computer applications; analyze user needs and develop effective systems and programs; provide technical assistance to College data processing system users; maintain current knowledge of technological advances in the field; apply principles and techniques of computer programming to specific user needs and problems; communicate effectively both orally and in writing; maintain records and prepare reports; meet schedules and time lines; analyze situations accurately and adopt an
effective course of action; and establish and maintain cooperative and effective working relationships with others.

**Authority/Responsibility**

The Manager of Technology Applications supervises designated classified employees within the organizational structure of the Computing Resources Department.

Established: September 8, 1997
Job Description

The Manager of Technology Services assists in the management and supervision of the activities performed by the Computing Resources department, including management of academic and business computer and technology services; plans, organizes and directs the day-to-day operations of the Computing Resources department for business and instructional programs including network design, network installation and repair, microcomputer repair and troubleshooting; telecommunications, technology training, help desk, multi-media services and others; assures proper operation of the network; trains, supervises and evaluates assigned personnel.

Scope

The Manager of Technology Services, under the general direction of the Director of Computing Resources, manages and directs the activities and personnel related to his/her assignment, and participates in the general governance of the College at the management level as required or assigned.

Typical Duties and Responsibilities

1. Plans, organizes and directs the day-to-day operations of the College’s technology services to operating departments which are designed to operate and maintain networks, microcomputers and related equipment and audio-visual equipment.

2. Coordinates the design and installation of network facilities; assures proper operation of the network.

3. Trains, supervises and evaluates the performance of assigned staff; prioritizes and schedules assignments such as service repairs for assigned staff.

4. Consults with and advises management personnel regarding information management, including system capabilities and applications; updates management regarding status of repairs; recommends modifications and improvements to network systems and procedures; participates in training network administrators.

5. Coordinates the purchasing, maintenance, repair and installation of computer hardware; assures system security; maintains an adequate supply inventory; coordinates and selects on and off-site microcomputer repair services form third party vendors as necessary.

6. Provides for troubleshooting of network problems involving routing, communications, network operating systems, printing, memory management and other applications; receive and resolves questions or problems in person and on the telephone.

7. Provides for audio-visual equipment and other electronic equipment maintenance and repair; provides for timely troubleshooting and resolution of operating problems.

8. Establishes and directs the College’s technology training program for business and instructional program components; determines training needs; identifies and contracts with vendors as appropriate; coordinates with applications programmers to assure training components are anticipated.

9. Coordinates services with Technology Applications personnel to identify and resolve software problems.

10. Directs the operation of help desk services to provide assistance by telephone for business and instructional hardware and software problems; oversees development of databases to determine nature of recurring questions, need for training and overall operation of the system.
11. Provides for multi-media classroom technology; works closely with Technology Applications personnel and users to establish overall design and delivery system.

12. Participates in department planning, budgeting and staff meetings to determine priorities and needs for services, equipment and to evaluate new technology.

13. Consults with faculty, staff, administration and students regarding the availability and use of the telephone and telecommunications system at the College; provides for installation and maintenance of telecommunications equipment for office, classroom and other use.

14. Conducts periodic review evaluation of assigned programs and services.

15. Serves on and/or chairs college committees as required or assigned.

16. Ensures compliance with district policy, federal and state law, and other contracts or agreements relative to area of assignment.

17. Participates in search and selection activities for department and college staff and faculty.

18. Performs related duties as required or assigned.

**Qualifications**

**Education and Experience:**

Any combination of education and experience equivalent to a bachelor’s degree in computer science, management, information systems or related field AND four years of progressively responsible experience in microcomputer support and administration of a complex network. Certification as a NetWare Engineer (CNE) is desirable.

**Knowledge and Abilities:**

Knowledge of: network applications, procedures and systems applicable to an educational setting; principles and techniques of program planning, scheduling and related control procedures; principles and procedures used in systems analysis, development and design; characteristics and capabilities of system hardware and software; principles and practices of supervision and training; technical operation of computer hardware, components and software applications; budget preparation and control; and telecommunications systems.

Ability to: manage the day-to-day operations of the network; analyze network microcomputer equipment hardware and software requirements and user needs; participate in the maintenance and design of network facilities; assure proper operations of the network; serve as a technical resource to College staff; participate in the development, modifications, and operation of network and other assigned systems and equipment; train, supervise and evaluate the performance of assigned personnel; establish, implement and enforce priorities for department and staff; communicate data processing procedures and requirements to users; provide technical guidance and recommendations concerning existing computer programs and systems; establish and maintain cooperative and effective working relationships with others; maintain current knowledge of technological advances in the field; analyze situations accurately and adopt an effective course of action; and effectively plan and organize work.

**Authority/Responsibility**

The Manager of Technology Services supervises designated classified employees within the organizational structure of the Computing Resources Department.

**Established:** September 8, 1997
Job Description

The Director of Purchasing plans, organizes, directs and supervises District purchasing activities.

Scope

Under general direction of the Vice President, Business Services, responsible for directing various purchasing functions of the College; performs management duties within the Business Services organizational structure; and provides support functions for College programs as assigned.

Examples of Duties – Duties include but are not limited to the following:

- Manages the College purchasing function in compliance with applicable legal requirements, district policy, and sound business practices (E)
- Organizes, directs and implements a comprehensive College purchasing program considering economy, efficiency and service (E)
- Consults with and assists departments in determining needs and developing specifications for goods or services (E)
- Prepares bid specifications for goods and services, arranges for legal advertising, opening and analyzing bids and making recommendations for contract awards (E)
- Reviews and signs all purchase orders and maintains follow-up procedures on late or partial deliveries (E)
- Assigns work to, supervises, and evaluates the work of purchasing, warehouse, mail room and other assigned staff (E)
- Develops recommendations for changes and improvements in purchasing and receiving policies and procedures to increase cost-effectiveness of the purchasing program (E)
- Acts as primary liaison with vendors, College departments, local and state agencies, and the public on issues and questions concerning purchasing (E)
- Evaluates vendor and product performance as necessary; compares performance to standards, specifications and terms of contracts; takes appropriate action; maintains insurance records for active vendors as appropriate (E)
- Plans budget for the Purchasing Department for approval by the Vice President, Business Services (E)
- Implements and maintains a fixed asset accounting program/inventory process (E)
- Compiles and maintains statistical data and generates reports (E)
- Automates the purchasing, inventory, and warehouse functions (E)
- Serves on college committees as required or assigned
Examples of Duties - Continued

- Attends workshops, conferences and meetings related to the college business, purchasing and other assigned operations.
- Performs special projects related to the Business Services as assigned.
- Performs related duties as required or assigned.

(E) = designates an essential function.

Qualifications

Education and Experience:

Any combination of education and experience equivalent to a Bachelor’s Degree in accounting, finance, business, public administration or a related field AND four years of increasingly responsible professional level administrative experience, including two years experience in purchasing.

Knowledge and Abilities:

Knowledge of:

- general purchasing procedures and competitive bidding processes;
- computer applications including word processing, spread sheet, data base and accounting software;
- general knowledge of and the ability to apply the principles and practices of program administration, office management and budgetary control.

Ability to:

- analyze complex information related to the purchasing function;
- understand, interpret and apply a variety of laws, regulations and litigation concerning purchasing and contracts;
- perform duties in compliance with applicable College rules and regulations, policies and procedures;
- effectively train, supervise and evaluate the activities of others;
- consistently perform under the pressure of deadlines and other administrative demands;
- communicate effectively verbally and in writing;
- to establish and maintain effective working relationships with faculty, staff and College administration.

Desired: Knowledge of public sector purchasing procedures and competitive bidding.

Licenses and Other Requirements

- Valid California driver’s license.
Working Conditions

Environment

- Office environment.

Physical demands:

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Seeing to read and analyze financial reports.

Authority/Responsibility:

The Director of Purchasing has direct supervision of designated classified employees within the purchasing, warehouse and mail room and other assigned functions.
## Job Description

The Student Health Services Director coordinates assessment, planning, implementation and evaluation of Student Health Services on campus.

## Scope

Under the general direction of the Vice President of Student Services, provides leadership and direction for Student Health Services and directs, supervises and evaluates staff relative to areas of assignment.

### Examples Of Duties — Duties include but are not limited to the following:

1. Directs and oversees clinical practice according to Health Services and College policies and procedures, and provides for the quality of care provided in the student health services program. (E)

2. Trains, supervises, and evaluates assigned clinical, academic and classified employees which includes coordinating the services of independent health care professionals. (E)

3. Maintains a secure, accessible system of confidential medical records in accordance with applicable standards of practice and state and federal laws. (E)

4. Initiates and updates as necessary appropriate contractual agreements necessary for the operation of Student Health Services. (E)

5. Ensures required current licensure for professional staff and services. (E)

6. Conducts periodic needs assessment and participates with members of the college community in planning Student Health Services programs to respond to identified needs; designs and implements new need-based programs, and monitors existing programs for applicability, safety and effectiveness. (E)

7. Ensures an appropriate inventory of medical supplies, equipment, and medications, including appropriate procurement, storage, security, and maintenance of inventory. (E)

8. Establishes, reviews, and appropriately revises, administrative, clinical and operational policies, procedures and protocols for Student Health Services. (E)

9. Directs the preparation and management of the Student Health Services budget consistent with College goals, policies and department mission. (E)

10. Serves as liaison with the community, health care professionals and agencies for the purposes of offering services, making effective referrals and coordinating health care resources. (E)

11. Serves as a resource for the college community on issues of health promotion, disease prevention, safety and health advocacy.

12. Chairs and/or serves on committees working on health and safety issues for the college community and other committees as appropriate. (E)

(E) = designates an essential function
Examples of Duties - Continued

13. Works closely with other campus departments in meeting the health needs of the campus community, including such services as mandated immunizations, health status and disability assessment.

14. Coordinates monthly staff meetings to communicate interoffice and campus-wide information and staff enrichment.

15. Performs related duties as required or assigned.

Qualifications

Education and Experience

- Possession of a valid, current California license as a registered nurse and either of the following:
  (1) a Master’s degree in nursing and a California Public Health Nurse certificate; OR
  (2) a Bachelor’s degree in nursing, a California Public Health Nurse certificate, and a Master’s degree in health education, sociology, psychology, counseling, health care administration, public health, or community health.
- Three years of increasingly responsible leadership experience related to administration of student health services
- Recent successful experience as a health care provider in an educational setting, preferably in higher education;
- Demonstrated progressively responsible and successful experience in health education and health promotion activities;
- Demonstrated successful experience in the supervision of health care professionals;
- Demonstrated commitment to serving students with diverse backgrounds, interests, goals, and abilities;
- Successful experience that demonstrates the ability to perform the duties listed above.

Knowledge and Abilities:

- knowledge of and commitment to the mission of a comprehensive community college;
- knowledge of current standards of college health service practice and available resources in the field;
- ability to communicate effectively orally and in writing; ability to communicate effectively with students and staff from a wide variety of cultural and ethnic background.
- Knowledge of safety issues related to student health services, equipment and facilities
Licenses and Other Requirements

- Possession of a valid, current California license as a registered nurse
- Valid California driver’s license

Working Conditions

Environment

- Medical clinic environment

Physical Demands

- Dexterity of hands and fingers to perform medical clinical procedures and operate a computer keyboard

Authority/Responsibilities

The Student Health Services Director supervises staff of the Student Health Services Center, including clinical, academic and classified employees.
Job Description

The Director of Allied Health serves as the Director of Nursing and is responsible for providing direction, coordination, and supervision to all allied health programs and facilities. Position duties include community outreach, facility development and oversight, recruitment of faculty, staff, and students.

Scope

Under the direction of the Chair of the BECHO Division, the Director of Allied Health directs the Nursing program and supervises all allied health instructional programs including the Dental Hygiene, the Radiological Technology, Medical Assistant and Health and Wellness Center programs. The Director of Allied Health serves as the college representative for all allied health programs and provides budget direction, policy implementation, and leadership for those programs.

Examples of Duties — Duties include but are not limited to the following:

1. Directs and coordinates all aspects of the nursing programs, following Board of Registered Nursing (BRN), Board of Vocational Nursing and Psychiatric Technician (BVNPT), Board of Consumer Affairs, and Cabrillo College policies. (E)

2. In cooperation with individual allied health program directors, orients, supervises, evaluates performance, and provides leadership to assigned academic and classified employees in the allied health programs.

3. Works with program directors and the BECHO Division chair to hire faculty and staff and provide staff development. (E)

4. Coordinates all allied health programs and facilities. (E)

5. Coordinates and provide allied health community outreach activities including business partnerships; student and staff recruitment; articulation with high schools, regional occupational programs, and universities; and public relations. (E)

6. Manages the use and maintenance of the Health and Wellness Center. (E)

7. Oversees and implements health and safety regulations including but not limited to Occupational Safety and Health Administration (OSHA). (E)

8. Participates in the resolution of student grievances, student problems or complaints. (E)

9. Develops and administers the annual operating budget, in conjunction with the program directors of the allied health programs. (E)

10. Prepares a variety of reports and correspondence appropriate to assignment. (E)

11. Chairs or serves on various college committees as appropriate.

12. Performs related duties as required or assigned.

(E) = designates an essential function
Qualifications

Education and Experience:

Education and experience as published by the Board of Registered Nursing (BRN):

- Possession of a valid, current California license as a registered nurse and a Master’s degree in nursing and a California Public Health Nurse certificate;
- Three years of experience in an administrative position which included budget administration:
  Director or Assistant Director of Nursing OR
  Administrative responsibility in a professional program in nursing education OR
  The equivalent which is an academic year of two semesters or three quarters which is equivalent to one year of administrative experience.
- Two years of experience in teaching pre- or post-licensing in a nursing program (an academic year is defined as two semesters or three-quarters; full-time teaching is preferred).
- Three (3) years as a Registered Nurse two years of which shall have been in teaching or clinical supervision, or a combination thereof, in a state accredited or approved registered nursing, vocational, practical nursing, or psychiatric technician school within the last five (5) years; or a minimum of three years experience in nursing within the last five (5) years.

Knowledge, Skills and Abilities:

- Knowledge of and commitment to the mission of a comprehensive community college;
- Knowledge of current standards for the allied health occupations;
- Knowledge of safety regulations related to allied health occupations;
- Demonstrated ability to communicate effectively orally and in writing;
- Demonstrated ability to communicate effectively with students from a wide variety of cultural and ethnic backgrounds;
- Demonstrated ability to utilize conflict resolution and mediation skills;
- Demonstrated ability to effectively lead and motivate faculty and staff in a collegial and shared governance environment;
- Demonstrated commitment to staff diversity, including affirmative action and equal opportunity;
- Basic computer skills;
- Ability to consistently perform under the pressure of deadlines.

Licenses and Other Requirements

- Possession of a valid, current California license as a registered nurse
- Valid California driver’s license
Working Conditions

Environment:
- Office and clinical practice environment

Physical Demands:
- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read and analyze financial and statistical reports.

Authority and Responsibility

The Director of Allied Health provides direct supervision to the faculty, staff, and directors of the Nursing, Dental Hygiene, Radiological Technology, Medical Assistant and other allied health programs and the Health and Wellness Center.
Job Description

The Director of the Cabrillo College Children’s Center, as part of the Early Childhood Education (ECE) Department and in support of the ECE instructional program, directs the National Association for the Education of Young Children (NAEYC) accredited Demonstration Lab and Campus Child Care Center. The Children’s Center philosophy emphasizes respectful, family-centered, culturally appropriate care based on a developmental and anti-bias model. Building community between children, parents, students, staff and faculty is a central goal as is the support of children’s fullest intellectual, emotional and physical development.

Scope

Under the direction of the Chair of the Human Arts and Services (HAS) Division, in collaboration with the ECE Department and in compliance with college policies and systems, the Director of the Children’s Center directs Demonstration Lab and Campus Child Care Center. The Director serves as the college representative for these programs and provides budget direction, policy implementation, and leadership for them.

Examples of Duties – Duties include but are not limited to the following:

1. Directs and coordinates all aspects of the Demonstration Lab and Campus Child Care Center, including facilities maintenance, planning, administration, admissions and referrals. (E)

2. Supervises, evaluates, and provides staff development and leadership to assigned academic and classified employees, interns and volunteers in the Demonstration Lab and Campus Child Care Center. (E)

3. Develops and administers the annual operating budget. (E)

4. Coordinates with external and internal agencies and systems. (E)

5. Ensures licensing and accreditation of the Demonstration Lab and Campus Child Care Center. (E)

6. In close collaboration with faculty and staff, develops and maintains classroom environments and curriculum to create a warm, interactive, intellectually stimulating, physically challenging and emotionally secure program based on individual children’s and families’ specific needs, including language and cultural values, which reflect and support the ECE instructional program. (E)

7. Maintains health and safety standards including food programs, universal health precautions, emergency procedures, and facility and equipment safety. (E)

8. Prepares a variety of reports and correspondence appropriate to assignment. Maintains confidential records. (E)

9. Develops culturally appropriate support procedures and activities for families of enrolled children including home visits, handbooks, outreach, intake, orientation, parent education, parent volunteers and co-op programs, resources and referrals. Develops individualized support system for parents of children with special needs. (E)

10. Chairs or serves on various college committees and coordinates with community organizations and agencies.

(E) = designates an essential function
Qualifications

Education and Experience:

- Any Bachelor’s degree
- Eligibility for the California Child Development Permit at the directors level, which include:
- BA with 24 units in early childhood education and/or child development (including core courses); plus 6 units of administration and 2 units of adult supervision;
- Site supervisor status and one year of site supervision experience;
- 105 hours of professional growth; OR
- A teaching or administrative credential with 12 units of ECE (including core courses); plus 3 units of supervised field experience in an ECE setting; or Commission on Teaching Credentials (CTC) approved training.
- Two years teaching experience with children under the age of 5, each year in a consistent group
- Two years experience as a supervisor in a program serving children under 5

Knowledge, Skills and Abilities:

- Knowledge of and commitment to the mission of a comprehensive community college;
- Knowledge of current standards for the education of young children;
- Knowledge of safety regulations related to child care;
- Ability to communicate orally or in writing;
- Ability to communicate effectively with students from a wide variety of cultural and ethnic backgrounds;
- Demonstrated ability to utilize conflict resolution and mediation skills;
- Demonstrated ability to effectively lead and motivate faculty and staff in a collegial and shared governance environment;
- Demonstrated commitment to staff diversity, including affirmative action and equal opportunity;
- Ability to consistently perform under the pressure of deadlines;
- Basic computer skills

Desirable Knowledge, Skills and Abilities:

- Bilingual skills in English/Spanish
- Experience in a campus child care or lab setting
- Experience with children and families with special needs
- Infant/toddler care experience
- Experience with parent education or support programs
- Demonstrated knowledge of anti-bias and developmental philosophies
- Federal, state or private grant management experience
- Experience in publicly funded programs
• Competence with computer spreadsheets
• Experience in program and staff evaluation and development
• Experience in child, family and/or professional advocacy
• Involvement in early childhood professional organizations

• Also desirable, but not required: Master’s degree in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education, educational psychology with a specialization in child development/early childhood education

• OR Bachelors in any of the above AND Master’s in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies or family and consumer studies OR the equivalent.

**Licenses and Other Requirements**

• Valid California driver’s license
• Valid Pediatric CPR certificate

**Working Conditions**

*Environment*

• Office, Children’s Center and Demonstration Lab environment

*Physical Demands:*

• Hearing and speaking to exchange information
• Dexterity of hands and fingers to operate a computer keyboard
• Seeing to read and analyze financial and statistical reports

**Authority and Responsibility**

The Director of the Cabrillo College Children’s Center provides direct supervision to the faculty, staff, interns and volunteers of the Children’s Center.
Job Description

The Dean of Student Services provides administration, direction and leadership for student services programs, services and staff.

Scope

Under the direction of the Vice President, Student Services, provides administration and leadership for assigned student services programs, services and staff, provide direction for assigned programs and student support services including management of a wide variety of student services functions or activities.

Examples of Duties – Duties include but are not limited to the following:

1. Oversee student government activities advising the student senate and conduct a class in student leadership (E)
2. Direct the supervision of college and student-sponsored activities (E)
3. Direct the preparation and review of materials representing Student Services aspects of the College catalog and other publications (E)
4. Administer the Student Code of Conduct, due process and student discipline (E)
5. Adjudicate student appeals and grievances within areas of responsibility (E)
6. Supervise and coordinate the support services offered through CAP, EOPS and Job Placement/Career Center (E)
7. Supervise and evaluate assigned academic, classified and management personnel (E)
8. Coordinate activities pertaining to graduation ceremonies (E)
9. Oversee assigned student services programs on and off campus (E)
10. Direct the preparation and management of a budget within institutional parameters and guidelines for assigned areas of responsibility including the student senate budget (E)
11. Collaborate with Institutional Research to develop baseline student success data to determine student outcomes for Partnership for Excellence (PFE) and student services programs (E)
12. Research, develop and implement student success and retention systems (E)
13. Performs computer operations to write and submit grants for assigned areas and oversee (PFE) funded student services programs (E)
14. Coordinate college outreach and recruitment efforts in collaboration with the Dean of Student Development (E)
15. Interprets and performs assignments in compliance with pertinent federal, state and local laws, and contractual regulations relative to areas of assignment (E)
16. Maintain liaison with community agencies, schools, special programs and interest groups that offer student services related programs or services to the
17. Community at large in collaboration with the Division Chair of Counseling and faculty (E)
18. Serve as a liaison to instructional and administrative staff of the College
19. Develop and coordinate in-service training and staff development for Student Services academic and classified staff.

20. Chairs or serves on various college committees and participates in professional organizations as appropriate to assignment.

21. Perform related duties as assigned.

**Qualifications**

**Education and Experience:**

Any combination equivalent to: master's degree from an accredited college or university; demonstrated successful experience in an educational leadership role or other equivalent successful administrative or managerial experience and three years of successful student services experience, including at least three years in a supervisory capacity.

**Knowledge of:**

- Effective management and leadership principles.
- Principles of employee supervision and evaluation.
- Budget planning, development and management.
- PC computer platform.

**Ability to:**

- Demonstrate effective leadership in management and planning.
- Plan, organize and evaluate the work of others.
- Train, evaluate and oversee the work of others and create a supportive environment for staff and students.
- Apply pertinent laws, rules and regulations to manage budgets.
- Compile data and prepare accurate reports.
- Communicate effectively both orally and in writing.
- Work cooperatively and effectively with individuals of diverse ethnic and educational backgrounds and with various segments of the college community.
- Perform consistently under the pressure of deadlines and other administrative details.

**Working Conditions**

**Environment:**

- Office environment.

**Physical Demands:**

- Dexterity of hands and fingers to operate a computer keyboard.
- Sitting for extended periods of time.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
Job Description

Under the direction of the Director of Admissions and Records, supervise the operation and activities of assigned functions within the Admissions and Records office; assist the Director on planning and implementing departmental procedures; serve as the Director in the absence of the Director of Admissions and Records.

Scope

The Assistant Director of Admissions and Records directly supervises registration, processing, residency, records, transcripts and other admission and record keeping functions. The position evaluates subordinates and serves as second-in-command in the Admissions and Records organization.

Typical Duties and Responsibilities

- Supervise the operation and activities assigned functions within the Admissions and Records office including student registration, the processing of applications, records maintenance, residency verification, counter, evaluations, transcripts and other functions (E)
- Assist the Director in developing, planning, writing and implementing departmental procedures; implement policies and regulations as required; provide advice and consultation related to various aspects of Admissions and Records to other campus managers (E)
- Implement methods and procedures for assigned areas during registration periods; coordinate late and on-going registration procedures as appropriate (E)
- Confer with Computing Resource personnel to streamline procedures to develop and improve computer applications; assure proper scheduling of computer-generated reports (E)
- Provide information and technical assistance to faculty, staff, students and others involving interpretation of policies, procedures and regulations related to assigned activities (E)
- Supervise assigned employees within the Admissions and Records function; participate in the selection of personnel; schedule and assign work and ensure proper staffing levels and work loads; select, direct, evaluate and train activities of assigned personnel (E)
- Direct workflow, including daily job assignments and operational activities within the department (E)
- Supervise scheduling of Computing Resources support services for the purpose of maintaining student records, including academic grade changes, petitions for credit by examinations and independent study, credit/no credit options, residency changes and student transcripts (E)
- Conduct continuous review of office procedures pertaining to the admissions systems, residency verification and records operations; recommend appropriate changes (E)
- Perform computer operations to update student records and verify student information; enter and retrieve a variety of information and reports as necessary
- Provide continuous evaluation of activities; recommend improvements; submit monthly and year-end and other reports as directed by the Director (E)
- Maintain current knowledge of college curriculum rules, regulations and guidelines applicable to Admissions and Records (E)
• Provide support in the direction of admission and registration activities, as necessary, during evenings, weekends, and at other locations; provide staffing and training as needed to assure the consistency and accuracy of efforts
• Assist in formulation of operational plans and budgets; assist in administering approved budget
• Serve on appropriate college committees as assigned
• Perform related duties as assigned
(E) = designates an essential function

Qualifications:

Education and Experience:
Any combination equivalent to: Bachelor’s degree in business administration or a related field and two years of increasingly responsible professional level administrative experience in admissions, registration, records, or a related field. Previous supervisory experience required.

Knowledge of:
• Procedures and operations of Admissions and Records
• College residency laws and procedures
• Modern office practices, procedures, and equipment
• Operation of microcomputer equipment and various software programs including student information systems, word processing, database management and spreadsheet computer application software
• Principles and practices of supervision and training
• Record keeping and filing principles and practices for both computer and paper systems
• District organization, operations, policies and objectives
• Oral and written communication skills
• Applicable sections of State Education Code and other applicable laws
• Interpersonal skills using tact, patience and courtesy
• Effective customer service telephone techniques and etiquette.
• Correct English usage; include spelling, grammar and punctuation

Ability to:
• Organize and supervise the day-to-day operation of Admissions and Records effectively
• Perform specialized clerical and technical duties related to Admissions and Records services
• Understand and follow oral and written directions
• Train and provide work direction to others
• Work under diverse situations
• Meet constantly changing deadlines
• Type at an acceptable rate of speed
• Analyze situations accurately and adopt an effective course of action
- Establish and maintain cooperative effective working relationships with others in a diverse work environment
- Work independently with little direction
- Maintain records and prepare reports and procedural documentation
- Communicate effectively both orally and in writing
- Plan and organize work
- Establish and maintain cooperative and effective working relationships with others
- Work confidently with discretion
- Read, interpret, apply and explain rules and regulations, policies and procedures
- Perform minor repairs on equipment
- Prioritize and schedule work

**Working Conditions**

*Environment:*
- Office environment
- Constant interruptions

*Physical Demands:*
- Sitting and operating a computer keyboard to enter data into a computer for extended periods of time
- Bending at the waist, kneeling or crouching
- Lifting light objects
- Reaching overhead, above the shoulders and horizontally to store or retrieve files and records
- Standing to participate in counter work as necessary

Adopted: August 28, 2000
<table>
<thead>
<tr>
<th>TITLE</th>
<th>CLASSIFICATION</th>
<th>SALARY RANGE/ASSIGNMENT</th>
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<tr>
<td>Division Dean</td>
<td>Academic Administrator</td>
<td>Administration Range “D”</td>
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<td>225 Days</td>
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**BOARD POLICY:** BP 2070.47

**DATE ADOPTED:** August 6, 2001

**Job Description**

The Division Dean provides administrative direction and leadership for instructional programs, services and staff.

**Scope**

Under the direction of the Vice President of Instruction, plans, organizes, and directs the operations of an instructional division; administers, supervises and evaluates the performance of academic and classified personnel; evaluates educational programs, courses and other experiences that will directly result in the educational growth of students. The Dean provides administrative leadership to a number of departments that include general education, transfer and occupational programs. The Dean functions within a college structure that emphasizes collaboration and may be assigned responsibility for selected college-wide functions.

Administrators may be assigned responsibility for a combination of day, evening, and weekend programs at various campus locations and will be expected to perform related duties consistent with their job description.

**Typical Duties and Responsibilities**

1. Manages, evaluates and coordinates academic subject areas in accordance with legal requirements, district policies and sound instructional and student services principles and procedures (E).

2. Establishes overall goals, objectives and plans; initiates and participates in overall program planning; communicate statutes, district and college policies and philosophies to division, faculty and staff (E).

3. Provides leadership, trains, supervises and evaluates performance of assigned academic and classified employees (E).

4. Examines, evaluates and makes recommendations for potential technological innovations in instruction and instructional support; assists faculty in the acquisition, development, and utilization of instructional resources (E).

5. Interprets and performs assignments in compliance with pertinent federal, state and local laws, District policies and contractual regulations relative to areas of assignment (E).

6. Directs, approves, and evaluates catalog material, class schedules and other program information as required in collaboration with department chairs.

7. Recommends employment, retention or continuance of part-time, regular, or temporary faculty positions and classified staff.

8. Develops and implements an effective faculty development program which includes instructional methodologies and technologies designed to promote student success (E).

9. Directs or conducts research and follow up studies regarding student and program success.

10. Directs the preparation and management of the budget for assigned areas of responsibility (E).

11. Resolves or assists in the resolution of problems and/or complaints and initiates corrective action as appropriate (E).

12. Represents the College at meetings and conferences, and in relationships with other educational institutions and community organizations (E).
13. Prepares a variety of reports and correspondence appropriate to assignments (E).

14. Works in cooperation with other College administrators in the development and planning of programs within the scope of assignment (E).

15. Conducts regular meetings to facilitate planning, collegial decision-making and to keep staff informed about issues and projects for the division and the overall College instructional program.

16. Recommends and assists in the development of instructional policy as necessary for the College to properly implement programs and services.

17. Ensures proper use and security of assigned facilities, equipment, maintenance and compliance with health and safety regulations.

18. Performs related duties as assigned.

**Qualifications**

**Education**

Master's Degree from an accredited college or university; approximately three years of increasingly responsible experience as an academic administrator and four years of successful college teaching experience.

**Knowledge and Abilities**

- Knowledge of and commitment to the mission of a comprehensive community college.
- Demonstrated competence in planning and evaluation, fiscal and program management, employee contract administration and facilities planning.
- Demonstrated expertise in the teaching and learning process.
- Demonstrated competence in development of academic programs and personnel.
- Demonstrated effectiveness in leading and motivating faculty and staff in a collegial shared governance environment.
- Demonstrated commitment to serving students with diverse backgrounds, interests, goals and abilities.
- Ability to communicate effectively verbally and in writing.
- Effectively train, supervise and evaluate faculty and staff.
- Perform consistently under the pressure of deadlines and other administrative demands and work cooperatively with others.

**Licenses and Other Requirements**

- Valid California driver's license
Working Conditions

- Environment:
- Office environment

- Physical Demands:
- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Sitting or standing for extended periods of time
- Seeing to read and analyze financial and statistical reports

Established: August 6, 2001