



# Santa Barbara City College

## Santa Barbara Community College District

721 Cliff Drive · Santa Barbara, California 93109-2394 · (805) 965-0581 / FAX (805) 963-7222

Date: October 14, 2002

To: Dr. Jack Friedlander  
Executive Vice-President  
Educational Programs

From: Dr. Erika Endrijonas  
Dean, Educational Programs

Subject: Jetton Grunt's Replacement

Please consider this memorandum an official request to upgrade Jetton Grunt's position, which she vacated on October 11, 2002, to the level of Secretary. Her position is currently classified as an Intermediate Clerk Typist. Her schedule was 75%, 10 months per year. When that work schedule was first determined, the Certified Nursing Assistant program was not as large, nor was the Associate Degree Nursing program. The Licensed Vocational Nursing program only admitted students once every three semesters and the Radiography program offered courses only to students admitted into the program.

This past summer, the need to increase the hours of this position became apparent as the office was barraged with individuals seeking certificate and degree program information. Many were interested in being added to the established waiting lists; however, with Jetton gone for close to two months, our office was unable to provide the necessary information and/or assistance. While we did hire Caroline Eck to staff Jetton's desk for the month of July, she was a temporary employee whom we could not expect to be an expert in the admissions process. While her presence was helpful in terms of office coverage, we were unable to provide adequate information to the public. As well, having Jetton's desk unstaffed in the afternoon during the academic year means that many individuals who seek information about our college in the later afternoon after they leave work are often told they must call Jetton the next day for information. This is not good customer service.

Since this position was last filled, all of the nursing programs have expanded. Certified Nurse's Assistant training is now available through Dual Enrollment and we have increased our entry points for Associate Degree Nursing students from three times per year to six times per year. The Nursing Workforce Initiative grant, which was recently awarded to Santa Barbara City College and its regional partners, will result in the expansion of the Licensed Vocational Nursing program. Finally, in the interest of

attracting more students to the Radiography program, RT 101 has now become a pre-requisite to the major and open to any student who is interested.

In order to meet the demands of the program expansions, it is imperative that we replace Jetton's position with a full-time, year-round person. More importantly, the demands of the job have outgrown the classification of Intermediate Clerk Typist. For the past several years, the faculty, the vocational senior secretary, and the dean(s) in the Health Technologies office have had to pick up the slack for this position. These additional duties were created in part by Jetton's 75%, 10 month work schedule; they were also created in part in an effort to keep Jetton from "working-out-of-class." There are many Health Technologies department-related duties that could not be assigned to Jetton as the Intermediate Clerk Typist because the duties were clearly outside of that classification and more specifically related to the duties assigned to Secretary-level employees. I have attached copies of both job descriptions for comparison purposes. A cursory review of both will certainly confirm that Jetton's duties as Applications Secretary for four growing programs have far surpassed the current job classification. Therefore, the more appropriate classification for this position is Secretary, which is Level 24.

Finally, this position upgrade will not cost the district any money. Our current grant/partnership with Cottage Hospital includes support staff funds, and those funds can be used to pay for the difference in salary for this position.

Thank you for your consideration in this matter.

## Nepotism Policy BP 7310

The District may employ, for any position, qualified persons who are related to **or domestic partners of** the current employees of the District provided all of the following conditions are met:

Employees of the District shall not initiate or participate in decisions involving a direct benefit (initial employment, **supervision, evaluation**, retention, promotion, salary, leave of absence, **class schedule**, etc.) to members of their immediate family **or to the employee's domestic partner**.

For purposes of this policy, "members of the immediate family" as used in this section means the mother, father, mother-in-law, father-in-law, grandmother or grandfather of the employee or the spouse, spouse, grandchild, son, son-in-law, daughter, daughter-in-law, stepson, stepdaughter, brother or sister of the employee, stepparents or any relative living in the immediate household of the employee.

**For purposes of this policy, "domestic partner" is defined by California Family Code Section 297 et. seq. and the collective bargaining agreements and employment MOU's of the District.**

The District retains the right to reassign or transfer one of the related individuals **or domestic partners** to eliminate any potential for creating any adverse impact on supervision, safety, security, morale, or other potential conflicts of interest.

If, subsequent to appointment to any position, an employee becomes legally related to **or a domestic partner of** another employee of the District, the District may require one of the parties to change department or position to avoid a conflict of interest.

Board Approved August 17, 2000

H:Nepotism Policy (8/00)

## **Nepotism Implementation Procedures**

- 1.0 The District would allow flexibility in the application of its Nepotism Policy. ~~when relatives (or domestic partners as defined by Family Code Section 297 et seq.) would be in the same department.~~
- 2.0 If two persons in the same department should marry or enter into a domestic partner relationship while both are employed by the District, they may continue their employment in the same department provided that they not work in any position that would require one to be in a decision-making role relative to another.
- 3.0 In those instances where developments would result in a relative/partner to have recommending or decision-making responsibilities over another relative/partner, the appropriate Vice President or the Superintendent/President will intercede to ensure that there is no conflict of interest. Actions may include reassignment to another department.

## SANTA BARBARA COMMUNITY COLLEGE DISTRICT

**PRINCIPLES OF BUDGET DEVELOPMENT**

The delineation of principles applied in developing the college's budget is intended to protect SBCC's viability as an institution capable of fulfilling its educational mission for the greater Santa Barbara community. Providing students with quality educational and student services consistent with our mission and state funding is the objective sought through applying these principles.

Principles:

1. The college must balance its budget, i.e., ongoing expenses must be supported by ongoing income, and a reserve of 5 percent unrestricted general fund operating budget must be maintained. One-time funds will not be used to fund ongoing programs or activities.
2. To the extent possible, budget and program decisions will be made based on what is known. The college will not budget revenue from enrollment until it is realized. Similarly, for non-apportionment income (e.g., out-of-state fees, international student fees, interest income, lottery), a conservative estimate is made utilizing trends to establish revenue projections.
3. It is recognized that the faculty and staff are SBCC's greatest resource. Lay-offs will be avoided if possible. In the event of funding shortfalls, positions that become vacant may not be filled, and reassignments may be necessary.
4. In addressing budget issues the college is committed to identifying solutions and increasing effectiveness and efficiencies through its shared governance process.
5. The FTES cap must be met and achieved in a cost effective manner.
6. Growth revenue must be allocated to state mandated expenses and expenses needed to support growth. Any remaining growth funds will be allocated to support institutional priorities through consultation. Fixed costs (e.g., utilities, liability and property insurance, salary steps, and reserve expense increases) are projected annually and allocations will be made to meet these expenses.
7. Reductions, if necessary, will not be across the board. Consistent with the ability to meet our mission, cost effectiveness in all areas will be a major factor in considering program reduction/retention.
8. Employee compensation will be among the highest priorities in making budget decisions.
9. Equipment, including technical equipment related to the computer network infrastructure as well as desktop and other devices, will be provided, maintained and replaced in a systematic fashion that is supported by ongoing funding. Equipment will normally be purchased only if its replacement can also be funded. General fund

transfers to the equipment fund should be sufficient to maintain this funding mechanism.

10. Buildings and grounds must be developed and maintained effectively to promote student and programmatic needs. To achieve this, year-end General Fund balances will be transferred to the Construction Fund.

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August

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Legend

- △ Term begins    ▽ Term ends    □ Holiday
- Optional Flex day    ☆ Required Flex day    ( ) Finals

SUMMER 2003 6/16/03-7/26/03

JUNE	13	Application Deadline, Summer
	16	Summer Session Begins
	20	Last Day to Submit Add Cards and Petition for Credit/No Credit
	20	Last Day to Drop and Receive Tuition/Enrollment Fee Refund
JULY	3	Filing Deadline for Degrees/Certificates
	4	Independence Day, Holiday
	9	Last Day to Withdraw from College/Classes
	26	Summer Session Ends

FALL 2003 8/25/03-12/13/03

AUGUST	21-22	Required Faculty Flex
	TBD	Last Day for Disqualified Students to Apply for Re-admission
	23	Application Deadline, Fall Semester
	25	Fall Semester Begins
SEPTEMBER	1	Labor Day, Holiday
	6	Late Application Deadline, Fall Semester
	6	Last Day to Drop Classes and Receive Tuition/Enrollment Fee Refund
	6	Last Day to Submit Add Cards
	26	Last Day to Petition for Credit/No Credit
OCTOBER	31	Last Day to Withdraw from Classes/College
NOVEMBER	TBD	Filing Deadline for Degrees/Certificates
	10	Veteran's Day, Holiday
	27-29	Thanksgiving Vacation
DECEMBER	6	Last Day of Instruction
	8-13	Final Exams
	13	Fall Semester Ends
	15-Jan 19	Winter Vacation

SPRING 2004 1/20/04-5/15/04

JANUARY	1	New Year's Day, Holiday
	15-16	Required Faculty Flex Days
	17	Application Deadline, Spring Semester
	TBD	Last Day for Disqualified Students to Apply for Re-admission
	19	Marin Luther King Jr. Day Holiday
	20	Spring Semester Begins
	31	Late Application Deadline, Spring Semester
	31	Last Day to Submit Add Cards
	31	Last Day to Drop and Receive Tuition/Enrollment Fee Refund
FEBRUARY	13	Lincoln's Day, Holiday
	16	Washington's Day, Holiday
	20	Last Day to Petition for Credit/No Credit
MARCH	26	Last Day to Withdraw from Classes/College
	TBD	Filing Deadline for Degrees/Certificates
MAR 29 - APR 3		SPRING BREAK
MAY	8	Last Day of Instruction
	10-15	Final Exams
	14	Commencement
	15	Spring Semester Ends
	31	Memorial Day, Holiday

Instructional Days Fall 76/91  
 Instructional Days Spring 77/93  
 Faculty Flex Days 10 (4 required; 6 optional)

Total 163/194

June 2003 to September 2004 Calendar

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<b>June</b>					
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Legend

- △ Term begins    ▽ Term ends    □ Holiday
- Optional Flex day    ☆ Required Flex day    ( ) Finals

**SUMMER 2003**    6/16/03-7/26/03

JUNE	13	Application Deadline, Summer
	16	Summer Session Begins
	20	Last Day to Submit Add Cards and Petition for Credit/No Credit
	20	Last Day to Drop and Receive Tuition/Enrollment Fee Refund
JULY	3	Filing Deadline for Degrees/Certificates
	4	Independence Day, Holiday
	9	Last Day to Withdraw from College/Classes
	26	Summer Session Ends

**FALL 2003**    8/25/03-12/13/03

AUGUST	21-22	Required Faculty Flex
	TBD	Last Day for Disqualified Students to Apply for Re-admission.
	23	Application Deadline, Fall Semester
	25	Fall Semester Begins
SEPTEMBER	1	Labor Day, Holiday
	6	Late Application Deadline, Fall Semester
	6	Last Day to Drop Classes and Receive Tuition/Enrollment Fee Refund
	6	Last Day to Submit Add Cards
	26	Last Day to Petition for Credit/No Credit
OCTOBER	31	Last Day to Withdraw from Classes/College
NOVEMBER	TBD	Filing Deadline for Degrees/Certificates
	10	Veteran's Day, Holiday
	27-29	Thanksgiving Vacation
DECEMBER	6	Last Day of Instruction
	8-13	Final Exams
	13	Fall Semester Ends
	15-Jan 21	Winter Vacation

**SPRING 2004**    1/26/04-5/22/04

JANUARY	1	New Year's Day, Holiday
	19	Martin Luther King Jr. Day, Holiday
	22-23	Required Faculty Flex Days
	24	Application Deadline, Spring Semester
	TBD	Last Day for Disqualified Students to Apply for Re-admission
	26	Spring Semester Begins
FEBRUARY	7	Late Application Deadline, Spring Semester
	7	Last Day to Submit Add Cards
	7	Last Day to Drop and Receive Tuition/Enrollment Fee Refund
	13	Lincoln's Day, Holiday
	16	Washington's Day, Holiday
	27	Last Day to Petition for Credit/No Credit
MARCH 29-APR 3		SPRING BREAK
APRIL	9	Last Day to Withdraw from Classes/College
	TBD	Filing Deadline for Degrees/Certificates
MAY	15	Last Day of Instruction
	17-22	Final Exams
	21	Commencement
	22	Spring Semester Ends
	31	Memorial Day, Holiday

Instructional Days Fall 76/91  
 Instructional Days Spring 78/94  
 Faculty Flex Days 10 (4 required; 6 optional)



June 2003 to September 2004 Calendar

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Month	M	T	W	Th	F	S
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Legend

- △ Term begins
- ▽ Term ends
- Holiday
- Optional Flex day
- ☆ Required Flex day
- ( ) Finals

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FALL 2003 9/02/03-12/20/03

AUGUST	28-29	Required Faculty Flex
	TBD	Last Day for Disqualified Students to Apply for Re-admission
	30	Application Deadline, Fall Semester
SEPTEMBER	1	Labor Day, Holiday
	2	Fall Semester Begins
	13	Late Application Deadline, Fall Semester
	13	Last Day to Drop Classes and Receive Tuition/Enrollment Fee Refund
	13	Last Day to Submit Add Cards
OCTOBER	3	Last Day to Petition for Credit/No Credit
NOVEMBER	TBD	Filing Deadline for Degrees/Certificates
	7	Last Day to Withdraw from Classes/College
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Instructional Days Fall 76/91  
 Instructional Days Spring 78/94  
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Total 164/195

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<b>March</b>					
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<b>July</b>					
5	6	7	8	9	10
12	13	14	15	16	17
19	20	21	22	23	24
26	27	28	29	30	31
<b>August</b>					
2	3	4	5	6	7
9	10	11	12	13	14
16	17	18	19	20	21
23	24	25	26	27	28
30	31				

**Legend**  
 ▲ Term begins    ▼ Term ends    □ Holiday  
 ○ Optional Flex day    ☆ Required Flex day    ( ) Finals

**SUMMER 2003 6/16/03-7/26/03**

<b>JUNE</b>	13	Application Deadline, Summer
	16	Summer Session Begins
	20	Last Day to Submit Add Cards and Petition for Credit/No Credit
	20	Last Day to Drop and Receive Tuition/Enrollment Fee Refund
<b>JULY</b>	3	Filing Deadline for Degrees/Certificates
	4	Independence Day, Holiday
	9	Last Day to Withdraw from College/Classes
	26	Summer Session Ends

**FALL 2003 9/02/03-12/20/03**

<b>AUGUST</b>	28-29	Required Faculty Flex
	TBD	Last Day for Disqualified Students to Apply for Re-admission
	30	Application Deadline, Fall Semester
<b>SEPTEMBER</b>	1	Labor Day, Holiday
	2	Fall Semester Begins
	13	Late Application Deadline, Fall Semester
	13	Last Day to Drop Classes and Receive Tuition/Enrollment Fee Refund
	13	Last Day to Submit Add Cards
<b>OCTOBER</b>	3	Last Day to Petition for Credit/No Credit
<b>NOVEMBER</b>	TBD	Filing Deadline for Degrees/Certificates
	7	Last Day to Withdraw from Classes/College
	10	Veteran's Day, Holiday
	27-29	Thanksgiving Vacation
<b>DECEMBER</b>	13	Last Day of Instruction
	15-20	Final Exams
	20	Fall Semester Ends
	22-Jan 19	Winter Vacation

**SPRING 2004 1/20/04-5/15/04**

<b>JANUARY</b>	1	New Year's Day, Holiday
	15-16	Required Faculty Flex Days
	17	Application Deadline, Spring Semester
	TBD	Last Day for Disqualified Students to Apply for Re-admission
	19	Martin Luther King Jr. Day, Holiday
	20	Spring Semester Begins
	31	Late Application Deadline, Spring Semester
	31	Last Day to Submit Add Cards
	31	Last Day to Drop and Receive Tuition/Enrollment Fee Refund
<b>FEBRUARY</b>	13	Lincoln's Day, Holiday
	16	Washington's Day, Holiday
	20	Last Day to Petition for Credit/No Credit
	26	Last Day to Withdraw from Classes/College
<b>MARCH</b>	TBD	Filing Deadline for Degrees/Certificates
<b>MAR 29 - APR 3</b>		SPRING BREAK
<b>MAY</b>	8	Last Day of Instruction
	10-15	Final Exams
	14	Commencement
	15	Spring Semester Ends
	31	Memorial Day, Holiday

Instructional Days Fall 76/91  
 Instructional Days Spring 77/93  
 Faculty Flex Days 10 (4 required; 6 optional)  
 Total 163/194