



Board Policies & Administrative Procedures

Glossary of Terms

ACCJC – Accrediting Commission of Community and Junior Colleges. This is the primary accrediting body for the Santa Barbara Community College District. ACCJC is part of the Western Association of Schools and Colleges (WASC).

AP – Administrative Procedure: District administrative procedures implement Board Policy, laws, and regulations. They address how the general goals of the District are achieved and define operations of the District. They include details of policy implementation, responsibility, accountability, and standards of practice. Although procedures may be developed by the Superintendent/President, managers, faculty, staff members, and students, it is the administrators/managers who are held responsible for upholding the specific information delineated in the procedures. Procedures do not require Board action but should be vetted and approved through campus organizational processes.

ASGSBCC – Associated Student Government of Santa Barbara City College. The Student Senate plays an important role in the decision making process at the College while providing a wide variety of services and activities that enhance the total student experience. The Student Senate represents students' needs and concerns.

BP – Board Policy: Board policy is the voice of the Board of Trustees and defines the general goals and acceptable practices for the operation of the District. It implements federal and state laws and regulations. The Board, through policy, delegates authority to and through 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. Policy is best expressed in broad statements. It legally binds the District. Therefore, policy statements should be clear, succinct, and current. Board policies require official adoption by the Board of Trustees.

Board – The Board of Trustees of the Santa Barbara Community College District.

Campus Security – The Santa Barbara Community College District's on-site personnel that provides a safe and secure environment for students, employees, and visitors.



Chief Business Officer – Vice President - Business Services

Chief Human Resources Officer – Vice President - Human Resources

Chief Instructional Officer – Executive Vice President

Chief Student Services Officer – Executive Vice President

CFR – Code of Federal Regulations available at:

<https://www.gpo.gov/fdsys/browse/collectionCfr.action?collectionCode=CFR>

CSEA – California School Employees Organization Chapter 289, the exclusive bargaining representative unit for all employees in classified positions that are a part of the classified service, who are in or have completed the probationary period of the District, who receive personnel benefits, and who work 20 hours or more per week.

District – The Santa Barbara Community College District. The term “District” was used throughout the policies and procedures to refer to the Santa Barbara City College and its centers and other off-campus sites.

DSPS – Disabled Student Programs and Services

EC – California Education Code (one of the 29 State statutes) available at

<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

EOPS – Extended Opportunity Programs and Service

FA – Faculty Association, the exclusive bargaining representative for all regular contract, tenured, and tenure-track faculty employed by the District (including those faculty previously identified as regular, certificated faculty); all temporary, full-time contract faculty employed in the Credit Division of the District; and all part-time, adjunct faculty employed in the Credit Division of the District.

Faculty Members – Faculty are academic employees who are employed by the District and meet minimum qualifications established by the Board of Governors for the California Community Colleges and who are not designated as supervisory or management. Faculty are employed as either a regular employee, contract employee,



or temporary employee. Regular employees are permanent employees of the District while contract employees are probationary employees. Temporary employees are those who are hired in accordance with BP 7212 Part-Time and Temporary Contract Faculty.

GC – California Government Code (one of the 29 State statutes) available at:
<http://leginfo.legislature.ca.gov/faces/codes.xhtml>

LA – Language that is legally advised by the legal firm of Liebert Cassidy Whitmore. By including legally advised language in the policy or procedure (as appropriate), the District is in a better legal position if litigation occurs.

LR – Language that is legally required by law, regulation, or statute. The District must adopt policy language that is legally required or approve procedure language that is legally required.

Part-Time Faculty – The District may employ any qualified individual as a part-time (adjunct) faculty member or a temporary faculty member. The employment of those persons shall be based upon the need for faculty during a particular semester.

Probationary Contract (Tenure-Track) Faculty – An employee of the District who is employed on the basis of a contract in accordance with Education Code Section 87605, Education Code Section 87608 (subdivision (b)), or Education Code Section 87608.5 (subdivision (b)).

Public Information Officer - Executive Director of Public Affairs and Communications

Skelly Hearing – A Skelly hearing derives its name from *Skelly v. State Personnel Board* (15 Cal. 3d 194) in 1975. Dr. Skelly, a public employee, was terminated from his employment with the State of California. The California Supreme Court determined, among other things, that he was deprived of his due process right to pre-disciplinary discovery – the “materials upon which the action is based.” A Skelly hearing allows an employee to respond to the allegations prior to the imposition of any actual disciplinary action. A Skelly Hearing includes: a pre-imposition opportunity to respond to the proposed discipline; an opportunity to refute factual allegation(s), and is an opportunity to mitigate severity of penalty.

State Chancellor’s Office – California Community Colleges Chancellor’s Office.



SUG – Language that is suggested as good practice or optional by the legal firm of Liebert Cassidy Whitmore.

Temporary Faculty – The District may employ temporary faculty as required by the interests of the District. Temporary faculty may be employed full-time or less than full-time.

Title 5 – California Administrative Code Title 5 Regulations adopted by the Board of Governors of the California Community Colleges available at:

<http://ccr.oal.ca.gov/linkedslice/default.asp?SP=CCR-1000&Action=Welcome>

USC – United States Code available at:

<https://www.gpo.gov/fdsys/browse/collectionUScode.action?collectionCode=USCODE>