MINUTES
SPECIAL MEETING OF THE BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT
March 18, 2004

STUDY SESSION
4:00 p.m.
Room A-218C

MAC Building
Santa Barbara City College
721 Cliff Drive

Present: Dr. Alexander, Dr. Dobbs, Mr. Jurkowitz, Ms. Livingston, Mr. O’Neill, Mrs. Powell, Mr. Villegas, John Romo, Sue Ehrlich, Pat English, Jack Friedlander, Joe Sullivan, Liz Auchincloss, Peter Haslund, Ellen O’Connor, Kathy O’Connor, Ron Baker, Sam Oakley (The Channels), Alex Pittmon.

Human Resources & Legal Affairs

Classification Study Implementation: Sue Ehrlich introduced Bill Ewing who presented an overview of the classification study.

Mr. Bill Ewing reported that these types of studies are very successful. SBCC staff have done an excellent job in preparing for this study. An advisory committee will be put in place, which will consist of 9 CSEA members and up to 4 management staff. This group will work with the Ewing group in an advisory capacity and will assist in communication between the employees and the consultants.

The orientation program will begin April 15; all participating in the study will be invited to attend the orientation. Participants will be given a "Position Information" questionnaire, a ten-page document that is to be completed by each employee. Upon agreement on responses both the employer and the supervisor will sign off and submit the form to the Ewing group. The Ewing group will review the forms; some staff may be invited for an interview. Also, anyone interested can request an interview.

Once this segment of the study is completed, the Ewing group will analyze job titles. Recommendations will be made based on the data collected. All data collected will be based on current responsibilities.

Liz Auchincloss reported that once Mr. Ewing makes his recommendations, the recommendations are to be negotiated with CSEA.

The Board will be kept informed by President Romo. Once he has some definite data to report he will call a study session and provide a report to the Board. The Board will be notified of the orientation sessions and invited to attend.
President Romo reported that extensive discussions have taken place with CSEA. He also emphasized that it has been more than 20 years since the last job classification study. There will likely be, therefore, a number of positions that are misclassified. Adjustments in compensation will have to be phased in over time.

President Romo acknowledged Pat English and Sue Ehrlich for their efforts.

2. Budget
   a. 04-05 Budget development process

   President Romo reported that there was no new statewide information to review with the Board. Vice President Sullivan reviewed the SBCC 04-05 budget worksheets, which are being used in the budget building process. As in the past, the college continues to use the Governor's budget as the basis for budget development. Vice President Sullivan also reviewed the timeline for budget development.

3. Board
   a. Board Evaluation

   President Romo reviewed the process used to collect the data for the board evaluation. He reported that items for which three or more board members chose "disagree", or "strongly disagree" were grouped for discussion by the Board. The purpose of this evaluation was for the board to identify any patterns of concern where the Board could do a better job. The Board reviewed the first section, which had to do with Institutional Mission and Educational Policy. The other sections were tabled to further discussion at the next study session.

4. Facilities
   a. Sports Pavilion Renovation
      • Scope and cost of project
      • Fitness Lab relocation

   President Romo reported to the board that he had received new cost projections for the relocation of the Fitness lab that were significantly higher than originally projected. He asked staff to reevaluate. President Romo then requested that Vice President Sullivan get estimates in an effort to reduce the cost for the temporary buildings. Mr. Sullivan reviewed the costs and options available for accomplishing this.

   President Romo presented the drawings reflecting where the new location will be for the fitness center. It will be located in the parking lot next to the Sports Pavilion. The final configuration is yet to be determined. It was noted that 31 parking slots would need to be removed to accommodate the buildings. The college during this time period will advise students to take advantage of the Harbor

2
parking currently available to them.

President Romo reported that the Facilities Committee had also reviewed the new location; the new cost estimates and supported the proposed changes.

b. Cyber Center naming opportunity

Oracle Corporation has made a donation of $15,000 to the SBCC Cyber Center. The Foundation is now developing a proposal to be submitted to Oracle for consideration. This grant proposal will be to name the center the SBCC Oracle Cyber Center. The amount requested will be $150,000.

5. Credit Educational Program

a. Use of Adjuncts as substitutes (Policy change recommendation)

Executive Vice President Friedlander explained the recommended change to this policy. The proposed changes would permit adjunct instructors to teach as substitutes (provided it doesn’t exceed 20 working days per semester) without applying this service toward their 60% assignment. The Executive Vice President would have to provide approval before any temporary faculty over 60% can begin employment as a substitute instructor.

b. Banking TLU’s (Policy change recommendation)

Executive Vice President Friedlander reported on proposed changes to the instructor TLU banking policy. The changes are the following:

- Use of banked TLUs to make load would require the approval of the department chair and the dean to confirm that the resulting teaching underload would not limit the department's ability to offer courses needed to meet the needs of the students.
- This change would bring the policy in line with the IA contract.
- The proposed changes also allow certificated non-teaching faculty to accumulate additional hours beyond their assigned contract to apply toward a fully paid sabbatical.
- A single banking system will be used to bank overloads. This will bring the policy into compliance with the IRS.
- The maximum summer session teaching load is 1/3 of a maximum regular session teaching load, normally 7 units or two classes; the appropriate dean, department chair, and instructor must approve exceptions. It is recommended that no other school-financed project be undertaken during the time an instructor has a full summer session load.

The Board concurred with the changes and both policies will be presented to the Board for approval.
6. Technology

   a. OSS Implementation

   Vice President Hamre reported that the Financial Aid component of OSS had been through three intensive weeks of quality assurance testing. Brad Hardison, Director of Financial Aid tested student financial aid functionality in the Oracle.com environment. There was a review and certification by the Oracle database staff of customizations that were done to that financial aid packet.

   All data for students who have ever attended SBCC is now in the Oracle production system dating back to 1990. The goal is to have all the data dating back to 1983 inputted by next week. There has been a lot of clean up taking place of student records and also all new applications that have been received are being loaded into Oracle as well.

   The good news is that Financial Aid is ready to go live. The next goal is to have students register for the Spring 05 semester using the Oracle system.

   President Romo commended Jack Friedlander, Andreea Serban, and Bill Hamre who were the leaders in this project and also all their staff for all of the hard work that went into getting the Oracle Student System in place. President Romo also acknowledged Oracle's improved cooperation and support in getting the system up and running.

   President O'Neill adjourned the meeting.

   [Signature]

   John B. Romo, President