MINUTES

SPECIAL MEETING OF THE BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

SPECIAL MEETING/STUDY SESSION
July 19, 2008
9:00 am – 12:00 pm

Library
University Club
1332 Santa Barbara St
Santa Barbara, CA 93101-2017

1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

President O’Neill called the meeting to order.

1.2 ROLL CALL

Members present:
Dr. Alexander
Dr. Dobbs
Mrs. Green
Mr. Jurkowitz, Vice President
Ms. Livingston
Mr. O’Neill, President
Mr. Villegas

Others present for all or a portion of the meeting:
Dr. Andreea M. Serban, Supt/President and Secretary Clerk to the Board of Trustees
Alarcon, Ignacio, President Academic Senate
Ehrlich, Sue, VP Human Resources/LA
Friedlander, Jack, Executive VP, Ed Programs
Stark, Lynne, President IA
Sullivan, Joe, VP Business Services

1.3 WELCOME

President O’Neill extended a cordial welcome to all.

1.4 HEARING OF CITIZENS

No citizen expressed an interest to address the Board.

2. APPOINTMENT OF JOAN M. LIVINGSTON TO SERVE ON THE STANDARD IV: LEADERSHIP AND GOVERNANCE COMMITTEE FOR THE 2008-09 INSTITUTIONAL SELF STUDY FOR RE-AFFIRMATION OF ACCREDITATION.
Upon motion by Dr. Dobbs, seconded by Dr. Alexander, the Board approved the appointment of Joan M. Livingston to serve on the Standard IV: Leadership and Governance workgroup. This group is charged with preparing the Standard IV portion of the institutional self study for re-affirmation of accreditation.

Dr. Alexander requested that Ms. Livingston, as the liaison to the Board, provide them with any updates on the accreditation process during the communications reports of the regular board meetings.

Upon motion by Ms. Livingston, seconded by Mrs. Green, the Board adjourned to Study Session.

3. STUDY SESSION

1. State of the College and Priorities for 2008-09 – Dr. Andreea Serban
2. 2007-08 FTES and Implications for 2008-09

President Serban distributed handouts and explained that one goal for this study session is for her to provide an assessment of the current fiscal status of the college. Another goal is to discuss the priorities for the coming year.

As everyone knows, SBCC is a great college and Dr. Serban will be working on an annual report that will highlight the many successes and work that took place in 2007-08 and areas of focus and challenges for next year.

The focus of this meeting will be on some key areas of the current state of the college. A review of the budget years 2001-02 to 2007-2008 was given. Major changes have occurred. Significant growth has taken place in FTES and because of this growth the unrestricted general fund revenues have increased over 52% over this time span; however, the expenditures have grown over 68%. Fixed costs have increased by 34%. The amount spent on salaries, benefits and fixed costs increased from 83% of unrestricted general fund revenues in 2001-02 to 90% 2007-08. This means that the District’s discretionary ability for innovations, initiatives, and emergencies is now increasingly limited. This trend cannot continue. Change does need to take place in the way we budget; however, it will not happen if Dr. Serban does not have the full support of the Board, and the full support of all college constituents and the recognition that this is a significant problem that needs to be addressed.

President Serban also reported on the District’s interest revenue. All funds go through the county and the county invests the money. Funds are invested very conservatively. Staff will explore to see if there are any options available that will still ensure the safety and conservative investment but allow for a bit higher return on district funds. If the outcome does not provide a 100% level of comfort, then this option will not be explored further.

President Serban further noted that innovations need to continue and that can only be done with discretionary funding and through alternative sources of funding. Alternative sources of funding would be fundraising, grants, and interest revenue as well as categorical funding such as the allocation for the Basic Skills initiative. President Serban will chair CPC this year in order to allow for direct and efficient communication with this important advisory group to the President. SBCC has a few unique programs, but the truth is much of what we offer is also offered by the other 109 colleges. To be able to offer additional innovative programs or courses, new allocations will be needed. Discussion of perhaps setting aside a percentage of the unrestricted fund will need to take place through the governance process to continue to offer innovative programs to students coming to SBCC. Current programs will also be reviewed for possible reshaping.

President O’Neill noted that if the board members had any further views on this discussion they should submit them in writing either to him or to Dr. Serban.
President Serban provided an update and reviewed with the Board the annual apportionment report that was submitted to the State on July 15, 2008. There are some trends that have emerged and more time will need to be spent analyzing and understanding these trends. Overall, actual credit FTES increased by 2.1% compared to last year. California resident FTES declined slightly. To be able to capture all the growth funding for this year 191.8 credit resident FTES had to be borrowed from summer 08. A great effort will need to be made to capture the FTES required for funding for 2008-09. An analysis of the current trends and patterns will need to be made to address the decline in California resident enrollments.

President Serban reviewed with the Board the 2008-09 priorities:

- Institutional self study for re-affirmation of accreditation.
- Institutional effectiveness and student success.
- There has been much work done on the college plan; however, there is still more work that is needed. It needs specificity, measurable objectives that will allow us to assess progress. The college plan needs to be completed in the next two months. All governance bodies will have input to the plan. Per accreditation standards requirements, this plan will be linked to the budget.

- Link planning to budgeting to evaluation
  - Implementation for the first time of Administrative program reviews
  - Revisions of instructional program reviews to include link to budget
- Budget
  - Structural analysis
  - Budgeting approaches
  - Spend conservatively

- A review and evaluation of the college’s governance and organizational structure, which is a requirement of Standard IV, will take place.

- Negotiations.
- Decision and analytical support infrastructure
- Board policies will be brought up to date and posted on the website.
- Complete implementation of Banner and Lumens.
- Measure V planning and rollout.
  - Selection of bond underwriters
  - Citizens’ Oversight Committee
  - Construction management and planning
  - Projects prioritized for deferred maintenance
- Community relations, collaboration and fundraising.
• Preparation for the centennial celebration. The centennial celebration will begin in Fall 2009 and will continue through the rest of 2009-10.

3. Board Self Evaluation

An evaluation was completed in 2007; however, the results were never discussed. President O'Neill recommended that the Board complete another self-evaluation and hold a study session to review the results. Trustee Villegas noted that he would contact the CCCT board members and ask them if they would be willing to share their board evaluation formats or possible suggestions for such a format. Mr. Villegas will also contact the Community College League and find out if they have evaluation formats that the board members can review. Mr. Villegas will email the board members any information he receives.

4. President's Evaluation

President O'Neill reported that this item was placed on the agenda to discuss the current process used to evaluate the president's position. The board members were asked for the input on this process and would they want to consider changing the process. Both Presidents MacDougall and Romo were not formally evaluated. They wrote a brief report at the end of the year along with a list of events attached. Both items were discussed briefly by the Board. That was the approach used for the president's evaluation for the past 30 years.

Trustee Villegas noted that it has been his opinion that the CEO's evaluation needs to be a more formal process but this change was not implemented with the past President. Mr. Villegas suggested that the evaluation instrument that is used by the League to evaluate its CEO may be a template to look at; Mr. Villegas will get copies for the other members to review.

President Serban shared with the Board the requirement of Standard IV with regard to the CEO's evaluation.

Trustee Villegas will collect and share with the other board members the information that is sent to him. This item will be discussed further at the August 14, 2008 study session.

President Serban would like to see a procedure in place for her first year evaluation by the end of August, so that she knows what the expectations of the Board are for her during her first year as Superintendent/President.

4. ADJOURNMENT

Upon motion by Mr. Villegas, seconded by Dr. Dobbs, the Board approved adjourning the study session.

The next Regular Meeting of the Board of Trustees will be held on Thursday, July 24, 2008 at 4:00 pm in A211. A Study Session will be held on August 14, 2008, at 4:00 pm in A218.

Dr. Andreea M. Serban
Superintendent/President