MINUTES

MEETING OF THE BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

January 21, 2010

SPECIAL MEETING/STUDY SESSION
Room BC214
3:30 pm

Business and Communications Building-West Campus
Santa Barbara City College
721 Cliff Drive

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Board agendas and supporting documents are also posted on the College website at http://www.sbcc.edu/boardofoftrustees/.

1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

President Dobbs called the meeting to order.

1.2 ROLL CALL

Members present:
Dr. Kathryn Alexander
Dr. Joe Dobbs, President
Mrs. Sally Green, Vice President
Ms. Joan Livingston
Mr. Des O'Neill
Mr. Luis Villegas

Members absent:
Mr. Luis Villegas

Others present for all or some of the meeting:
Dr. Andreea M. Serban, Supt/President and Secretary Clerk to the Board of Trustees
Ignacio Alarcon, President Academic Senate Tom Garey, Theater Arts
Dr. Ofelia Arellano, VP Cont. Ed. Leslie Griffin, Controller
Liz Auchincloss, President CSEA Dr. Alice Scharper, Dean Ed Prgms
Sue Ehrlich, VP Human Resources Dr. Lynne Stark, President IA
Dr. Jack Friedlander, Exec VP Ed Prgms Joe Sullivan, VP Business Services
Joan Galvan, PIO
1.3 WELCOME

President Dobbs extended a cordial welcome to all.

1.4 MINUTES OF THE SPECIAL MEETING OF NOVEMBER 5, 2009.

Upon motion by Ms. Livingston, seconded by Mr. Jurkowitz, the Board approved the minutes of the special meeting of November 5, 2009. Dr. Alexander abstained.

1.5 HEARING OF CITIZENS

No citizen expressed a wish to address the Board.

Upon motion by Mr. O'Neill, seconded by Mr. Jurkowitz, the Board approved adjourning to study session.

2. STUDY SESSION

2.1 Proposed fees for out-of-state and international students effective Fall 2010

Superintendent/President Serban reported that the fees are being reduced for 2010-11, instead of increasing. This is unfortunate as this will impact the College fiscally. The state calculates these fees based on the total annual attendance of the entire system, all system FTES – credit, non-credit, California resident and non-resident - and the total spent, as a system, and they do a very simple calculation to come up with the average expenditure per FTES for the system. The system did such a great job in serving more FTES with less money, by absorbing more students with less in 2008-09, that this caused the non-resident tuition fee to decline. This will have a negative fiscal impact, even if enrollments stay the same.

2.2 2009-10 SBCC mid-year budget status

Superintendent/President Serban handed out a copy of the P1 apportionment report; this is projection 1 that was submitted on January 15. At a previous meeting, discussion took place regarding the $2.6 million reduction to the college's base funding of the operating budget. As a result, all districts were instructed to apply reductions of FTES and it was decided that the $2.6 million reduction for SBCC could be achieved by cutting 377 California resident credit FTES and 300 non-credit non-enhanced FTES. On the credit side, the number reported at P1 does not reflect the complete FTES for the year because about 190 FTES from Summer 08 was reported in the previous fiscal year to achieve allowable growth for that year. Currently, the estimated FTES for credit, unless more reductions occur in the Spring sections, will be 14,459 FTES and non-credit is actually closer to their target. Currently, on the credit side we are over our allowable funding level by 1,238 FTES and slightly over on the non-credit side. This means an unfunded growth of $5,690,351. This by itself is problematic; however, what is even more problematic is that the section reductions for Fall 2009 and Spring 2010 were not achieved. In Fall 2009 there was a net reduction of about 55 sections, the target was 120 sections, unfortunately even though the net number of sections went down, the instructional expenditures for adjuncts increased significantly compared to what was budgeted. A key component of the adopted budget was that instructional expenditures for adjuncts both credit and non-credit were to be reduced and in Fall the expenditures were actually more than what was budgeted by $256,000. For Spring 2010, we currently have only reduced the sections by nine, it was hoped that there would have been a reduction of about 100 sections. The change that will be implemented for 2010-11 will be a different approach than the one currently in place. The schedule will not be published until it is what we need to have, with the sections and combinations of courses that the college can afford and are paid for and we need to stick to it. This is going to be a painful process; however, the college can no longer absorb these types of unfunded expenditures.
Dr. Jack Friedlander explained that an unintended consequence occurred this Fall being that faculty was asked to take more students, and they did, we had then had to use a large class formula, which resulted in more expenditures. This semester a cap has been placed on the size of the classes so that these additional expenditures should not occur. Dr. Friedlander reported that they are working on the reduction of classes; staff is reviewing class by class to see where reductions can be implemented and the analysis shows that quite a few classes will now be cut and the head count is going down. Superintendent/President Serban reported that in moving forward there will be a lot more scrutiny of the schedule before it is published. Superintendent/President Serban reported that she has a model that she implemented while in Orange County and they will be using this model to analyze up front how many FTES will be generated and the cost of these FTES and if there needs to be changes made to the schedule before it is printed.

Dr. Alexander noted that she read the email from Scott Lay where he says that all the colleges need to cut programs in favor of offering basic skills. How is SBCC experiencing this? Are we able to enroll students in basic skills who want them or are we closing those classes. Dr. Friedlander reported that basic skills classes are expensive to provide and they also take up a lot of classroom space because they use 5 hours a week and they are smaller in class size. One of the problems that we have system wide is that colleges do not have the capacity to provide basic skills to all of the students who really need those basic skills courses. For Fall, we can accommodate everyone who takes basic skills courses, this Spring the students may not be able to get the classes they need. We are offering what we can with what the state is funding.

The other question asked was how are we doing with cutting classes with enrollments less than 20? Dr. Friedlander reported that low enrolled courses have been cut and the only classes that are being kept for Spring that have less than 20 students are those that students have to have in order to graduate and/or a faculty member needs it to make his/her contractual load and there are few of those.

Vice President Sullivan reviewed with the Board the mid-year budget adjustments for 2009-10. The adjustments that were made resulted in an ending balance of $15,749,852, instead of the original amount of $17,218,657. Superintendent/President Serban reported that this year growth estimates for non-resident enrollments were included in the budget. Next year, growth will not be assumed in the budget, this year growth was budgeted because there was a great debate about not making any further cuts in certain areas and then end up with surplus because we received additional income from international students. In order to avoid any unnecessary cuts it was agreed to actually, for once, allow growth to be built into the budget, unfortunately the growth did not materialize. The way we used to budget in the past was solid and good and it's the practice that we will return to and not build growth into the budget until we have it.

2.3 2010-11 Governor's proposed budget and implications for SBCC

Superintendent/President Serban noted that the information provided for this item was self explanatory. There was no discussion on this item.

2.4 Approach to analysis of non-credit courses and calculation of proposed fees

Superintendent/President Serban reported that discussions started last year when sections had to be cut in Continuing Education and the people in the community said that they would be willing to pay for their classes to make sure that no further sections are cut and that those that were cut would be restored for a fee. Leslie Griffin, Ofelia Arellano and staff have spent time putting together an analysis of the non-credit courses and calculation of proposed fees. Dr. Arellano reported that quite a bit of time was spent on this analysis of courses that were offered in 2008-09 beginning with the Fall term. Continuing Ed in 2008-09 offered 2,469 sections, 90% (2,256) were paid for by state apportionment and only 10% (213) were fee based, so a majority
of our courses are at no cost to the students, other than material fees. Dr. Arellano looked at what other community colleges were doing in terms of their fee structure, she looked at similar courses in comparison to classes being offered at Continuing Ed. Dr. Arellano found that fees at Mt. Sac ranged from $4.00 to $18.63 per hour, for example, a beginning guitar class that meets for 8 hours would cost a student $149 plus a $20 material fee. Continuing Ed has a similar class that meets twice the number of hours and there is no fee charged other than a material fee of $5. Dr. Arellano provided a handout that gave information on various similar classes being offered at other colleges and their fees in comparison to what is charged at Continuing Ed. What was discovered is that most of our Continuing Ed classes meet for more hours and there are no fees charged other than a low material fee. It was also noted that Mt. Sac does not pay its faculty any kind of lab rate, they are paid 45% of the total fees collected from the class and that is their fee structure. A comparison of classes was also made with San Diego Community College and fees there range from $2 to $13/hour. They offer a beginning workshop that meets 48 hours and the fee is $216, we offer a similar class, fewer hours and there is no fee charged except for a $10 material fee. City College of San Francisco was another community college that was looked at. An example from that analysis was that a clay workshop for 15 hours is $140 versus our same type of class that is offered for 24 hours with no fee charged.

Ms. Livingston asked if Dr. Arellano found any free classes being provided at any of the three colleges that were used. Dr. Arellano reported that some free classes were provided, but they are offered under specific categories that are funded by the state. Most of the classes are for older adults, and the classes they do offer include the name of the class and the wording “for older adults”, for example Ceramics for Older Adults. The other classes are considered specialized courses and are fee based. The question was asked as to how the colleges determine age of students to say the class is free or note. Dr. Arellano will continue to research this topic.

Leslie Griffin reviewed attachment 4 with the Board. This was a methodology that was put together to identify the cost the college incurs in order to provide the classes to the public and based on the maximum number of enrollments or the actual enrollment. With this information the college can determine what fee to charge. Superintendent/President Serban requested that the Board provide their input with regards to this method being explored as the next step will be that at the next fiscal meeting on February 8 and the study session of February 11 recommendations will be presented to change certain classes to fee based classes in Spring 2010. A consensus needs to be reached at the February study session to be able to meet schedule publication deadlines. Superintendent/President Serban noted that we still want to maintain at least 2,000 FTES apportionment based to maintain our “Center” status. Dr. Arellano noted that an analysis is being conducted on classes as to what recommendations will be made for fee based classes.

Superintendent/President Serban asked for a clarification from the Board as to what they would like to see happen:

- Does the Board want the college to use all of its reserves until there is nothing left?
- Does the Board want staff to come up with something that can be fiscally sustainable over time?

Staff is trying to offer some options that will maintain fiscal responsibility and, at the same time, respond to a composition of options, there will still be 2,000 sections that will be free and about 400 fee based sections. Compared to other districts we are very unusual, it’s good that we had the money to offer the free classes; however, now we are at a point where we can no longer sustain all these free classes. If state funding were to ever get better in the future, we can always return to offering free classes if the Board chooses to.

Due to the lack of time the rest of the items on the agenda were deferred to the next meeting.
2.5 Board Policies and Administrative Procedures

2.5.1 BP 4500 Duties of Faculty - General
2.5.2 AP 4501 Educational Support Faculty Job Description
2.5.3 AP 4502 Department Chair Responsibilities
2.5.4 AP 4503 Substitute Faculty Responsibilities
2.5.5 AP 4504 Guidelines for Faculty Service to the College
2.5.6 AP 4505 Office Hours for Adjunct Faculty

2.6 Discussion of proposed items for future agendas of Board meetings (regular meetings, study sessions, or committee meetings)

Ms. Livingston provided a proposed study session agenda item regarding Continuing Ed. This item will be placed on the April agenda for discussion.

Upon motion by Mr. O'Neill, seconded by Mr. Jurkowitz, the Board approved adjourning back to special meeting/study session.

3 CLOSED SESSION

Upon motion by Mr. O'Neill, seconded by Mr. Jurkowitz the Board approved adjourning to closed session.

A. CONVENE TO CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION

   a. Significant exposure to litigation pursuant to Section 54956.9(b)(1) of the Government Code. 1 matter

B. RECONVENE TO OPEN SESSION

Upon motion by Mr. O'Neill, seconded by Mr. Villegas, the Board approved reconvening to open session.

Dr. Dobbs reported that the Board gave direction to legal counsel with respect to this item.

4. ADJOURNMENT

Upon motion by Ms. Livingston, seconded by Mr. Jurkowitz, the Board approved adjourning this meeting.

The next Regular Meeting of the Board of Trustees will be held on Thursday, January 28, 2010 at 4:00 p.m. in A211.

APPROVED BY THE BOARD OF TRUSTEES ON February 11, 2010

[Signatures]

President, Board of Trustees
Superintendent/President
Secretary/Clerk of the Board