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

December 9 and 10, 2010

SPECIAL MEETING/STUDY SESSION
Room A110
December 9, 2010 12:45 pm-5:00 pm
and
December 10, 2010 12:30 pm-2:30 pm

MacDougall Administration Center
Santa Barbara City College
721 Cliff Drive

The Office of the Superintendent/President, Room A110 in the MacDougall Administration Center is the location where documents that are public records relating to any item under discussion on a Board agenda (including documents distributed with the agenda and those distributed to all or a majority of the members of the Board within 72 hours prior to a regular Board meeting or within 24 hours prior to a special or committee meeting) are available for public inspection.

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

1. GENERAL FUNCTIONS

1.1 CALL TO ORDER

Superintendent/President Serban called the meeting to order.

1.2 ROLL CALL

Members present:
Marty Blum
Marsha Croninger
Peter Haslund
Lisa Macker

Others present for all or a portion of these meetings:
Jack Friedlander, Executive VP
Educational Programs
Paul Bishop, VP Information Technology
Sue Ehrlich, VP Human Resources
Ofelia Arellano, VP Continuing Education

Joseph Sullivan, VP Business Services
Ignacio Alarcón, President Academic Senate
Liz Auchincloss, President CSEA
Cathie McCammon, ACES
Ellen Stoddard, Continuing Education
1.3 WELCOME

Superintendent/President Serban extended a cordial welcome to all.

1.4 HEARING OF CITIZENS

Cathie McCammon reminded everyone of the Craft Faire on Saturday, December 11 from 3:00-4:00 pm at the Wake Center.

2. STUDY SESSION

An orientation for new Board members took place at the meeting. The meeting was scheduled to recess on Thursday, December 9, 2010 at 5:00 p.m. and reconvene at the same location on Friday, December 10, 2010 at 12:30 p.m.

Thursday, December 9, 2010

Trustees Blum, Croninger, Haslund and Macker were present.

Superintendent/President Serban welcomed and congratulated the new Board members. Dr. Serban noted that the Board members’ orientation, as required by the accreditation standards, will serve to ensure that all begin their terms with a common base of knowledge and understanding of key facts about the college.

Dr. Serban reviewed the organizational chart for the President’s Office. She noted that Angie Esqueda and she provide support to the Board. She informed Board members that each vice president would speak about their division and areas of responsibility.

Dr. Serban proceeded to provide an overview of the accreditation standards and their importance.

Sue Ehrlich, Vice President of Human Resources and Legal Affairs, spoke about the Board Policies and Administrative Procedures Committee. The goal of the committee is to review, organize and codify the college’s Board policies and procedures within the next two years to prepare for the mid-term accreditation report due October 2015. Dr. Serban reported that all policies affecting the operations of the Board were updated in fall 2008 and spring 2009 to prepare for the college’s accreditation visit.

In response to a Board members request, Ms. Ehrlich agreed to provide a policy binder for Trustees and to explore procedures on posting current Board policies.

Dr. Serban reviewed the process of assembling a Board agenda for regular Board meetings. Regular Board meetings are usually scheduled the fourth Thursday of each month. The agenda is compiled through a consultation process with college staff (President, Vice Presidents, Public Information Officer and Executive Assistant to the President) and the President of the Board of Trustees.

The election of Board officers takes place at the annual Board organizational meeting. The selection of Board subcommittees may also take place during the Board organizational meeting.
Trustee Haslund noted that the Board would be considering the addition of a Community Relations subcommittee. Dr. Serban referred Trustee Haslund to Board Policy 2220, Committees of the Board.

In response to a request, Dr. Serban agreed to create a list of upcoming agenda items, as well as regularly occurring agenda items for Board members.

Ms. Ehrlich and Dr. Serban reviewed study session, closed session and public hearing processes. Dr. Serban reported that there will be a closed session during the December 16, 2010 Board meeting to discuss litigation regarding the Instructors' Association proposal. Board requests for information on any agenda item in a closed session should be addressed by the Superintendent/President.

Ms. Ehrlich reviewed the Brown Act documents that were provided in the orientation binder and asked Board members to read the material, especially the section on “What Constitutes a Meeting.” Ms. Ehrlich stated that the Brown Act represents an important concept that the public has the right to know how its business is being conducted, and that it is done publicly and with notice. It also recognizes that there are some limited exceptions to what can be dealt with publicly and in closed session. She noted that occasionally the college has had to take advantage of the limited set of Brown Act rules dealing with emergency issues. She explained that it is inappropriate for a quorum of the Board to meet, in order to make decisions, outside of what is formally noticed.

Dr. Serban asked that Board members copy all other Board members when emailing her with questions. Likewise, Dr. Serban will send answers to individual Board members’ requests to all Board members. Trustees were reminded that closed session discussions are confidential.

**Dr. Jack Friedlander – Educational Programs**

Dr. Jack Friedlander, Executive Vice President of Educational Programs, provided an overview of Educational Programs. Educational Programs encompasses all of the credit instructional and student services programs. He began by reviewing the Educational Programs’ organizational chart including the deans and their areas of responsibilities. He explained that the deans provide input on college issues through regular meetings of the Deans Council, but that Deans Council is not a decision making body.

Dr. Friedlander distributed a handout entitled Ten-One which describes the ten areas plus one general area in which faculty provide leadership and decision making. He noted that curriculum is one of the primary areas in which faculty provides input. Dr. Friedlander provided information on the process of class schedule development.

Discussion ensued regarding class scheduling, meeting students’ needs, and budgetary restraints. It was suggested that the Board be kept informed of the decisions and consultative processes that occur in the various governing bodies with regard to class scheduling priorities.

Dr. Friedlander reviewed student support services.

**Vice President Sue Ehrlich – Human Resources and Legal Affairs**

Sue Ehrlich, Vice President of Human Resources and Legal Affairs, requested Board members to contact Sharon Remacle in Human Resources (HR) regarding login information for the required on-line training regarding sexual harassment.

Ms. Ehrlich reviewed the HR organization chart. She then described a few key successes in HR
beginning with the establishment of an on-line application process. She stated that several years ago, following negotiations with CSEA, a consultant was hired to conduct a reclassification study of classified staff which resulted in ADA compliant job descriptions, the establishment of an employee reclassification process, as well as an improved evaluation process. Ms. Ehrlich noted that HR is heavily regulated by the California Education Code, the Chancellor’s Office and Title V. She stated that the college’s hiring focus is to continue to find ways of educating about the value of diversity. The HR department also processes student workers, volunteers and consultants.

Ms. Ehrlich reported that potential employees are informed that hiring is conditional upon Board approval. Dr. Serban requested Board members direct questions or concerns about potential hires to her.

**Dr. Ofelia Arellano – Continuing Education (CE)**

Dr. Arellano provided an overview of the CE organizational chart and briefly reviewed the positions of dean of instruction and the four directors that report to the dean, as well as the positions of Director of Registration and Technology, the manager of the Community Education Center, the Human Resources Specialist and the Public Information Specialist.

Dr. Arellano reviewed the CE division budget, funding and FTES reimbursement rates. She gave a brief explanation of “center status” as it relates to state apportionment. Included in this review were expenditures for rental facilities that are used for CE classes throughout the community.

An overview was provided of the ten instructional areas classified by the state as non-credit. Dr. Arellano offered further clarification on Older Adult courses, which are divided between Active Older Adult and the Omega Program (formerly Frail and Elderly) courses.

Dr. Arellano reviewed the approval process for CE courses. In order to claim apportionment for CE course attendance, a course must meet the seven conditions required by the state. The approval process begins with a review and recommendation by the CE Curriculum Review Committee and the Curriculum Advisory Committee (CAC) composed of the CE dean, directors and a CE faculty representative. It is then submitted to the Board for approval. Once Board approval is received, courses are submitted to the Chancellor’s Office for final review and approval. Dr. Arellano stated that an improved curriculum review process is being developed and will be vetted through the Instructors’ Association, and reviewed by the Academic Senate and the Curriculum Advisory Committee. Dr. Serban reported that fee-based courses do not require state approval. A brief review was given of CE’s vocational certificate programs.

Dr. Arellano reported that one of the recommendations of the accreditation report is the need to develop course outline modifications with regard to Student Learning Outcomes (SLOs). She noted that SLOs are being entered into a software system for the purpose of generating reports and performance data.

Dr. Arellano provided clarification on some CE curriculum issues that surfaced during an examination of how the college was submitting Positive Attendance Hours to the state for apportionment. She reported that she will be speaking with Stephanie Lowe, Dean in the Chancellor’s Office, to get clarification on courses for older adults, the requirements for dual enrollment courses in credit and non-credit, criteria used for course outline development, and the submission of attendance for state apportionment.

It was suggested that certain issues such as Parent-Child Workshops and media pieces about CE be discussed in more detail at a future meeting.
The meeting was adjourned and scheduled to continue on Friday, December 10, 2010 at 12:30 pm. In Room A121.

**Friday, December 10, 2010**

On Friday, December 10, 2010, Superintendent/President Serban resumed the meeting begun on Thursday, December 9, 2010. Roll call will show that Trustees Blum, Croninger, Haslund and Macker were present.

**Vice President Joseph Sullivan, Business Services**

Vice President Sullivan provided a brief overview of each of his areas of supervision. He began with Administrative Services (Risk Management, Loss Control, safety programs, emergency planning, worker compensation claims, and Community Services) and followed with a review of Campus Development (construction and maintenance projects), Facilities and Operations (custodial, maintenance and grounds), Fiscal Services, Security, Food Services, and Purchasing, Communications and Duplicating.

Dr. Serban spoke on Board Policy 6251, Principles of Budget Development. These core principles are of fundamental importance to the budget process. The budget and budget principals will be discussed at a future Board study session.

Dr. Serban stated that the budget development timeline will be presented to the Board at a study session. She noted that a major change to the budget timeline is the inclusion of Program Review, the departmental resource request process, which is a key accreditation requirement.

Mr. Sullivan reviewed the capital building projects that are currently taking place on campus.

**Vice President Paul Bishop, Information Technology**

Vice President Bishop distributed and reviewed the District’s Technology Plan. The Technology Plan mirrors the college’s strategic plan. He also provided an overview of the Information Technology division and its function. He briefly reviewed the college’s wireless network.

A brief discussion took place regarding the Continuing Education online registration system, Augusoft, and its problems. Dr. Serban reported that the college hired a consultant to work with Augusoft to find solutions to the system’s problems.

Dr. Bishop reviewed some of the advances in technology taking place on campus including upgrading the network infrastructure, increasing the college’s internet connections, transitioning to a multipurpose ID card that can be used as a debit card at various campus venues (bookstore, cafeteria, snack bars, vending machines), and changing to a keyless lock system in which ID cards will be used by staff and faculty to enter buildings. Dr. Bishop briefly reported on Alert U, SBCC’s emergency text messaging system as well as the issue of disaster planning which includes the addition of a generator to deal with a potential long term power outage.

**Board Members:**
Discussion regarding agenda items for the December 16, 2010 Board meeting took place. It was agreed that a discussion of Board subcommittees would be included on the agenda.

An extensive discussion took place regarding the addition of class sections for spring 2011. It was suggested that the issue be brought to a Board meeting before it’s too late to impact the spring class schedule. Dr. Serban reported that a discussion defining the information requested by Trustees with regard to the issue can be included on the December 16, 2010 agenda. Clarification was requested with regard to the process in place by which the college can assess a demand for additional class sections, and what staff and financial resources are needed to support additional classes. Dr. Serban suggested that the Board be educated about the registration process. She agreed to agendize the issue.

Trustee Blum requested copies of the reply from the Parent-Child Workshops to the attorney’s letter dated in April. Dr. Serban agreed to get the information to the Board.

It was suggested that a committee be established to plan the Board retreat. Dr. Serban responded that she would send Trustees information regarding the choice of a retreat facilitator as well as a request for input on agenda items. The retreat is scheduled for January 14-15, 2011 and will be held on campus.

Clarification was requested regarding the role of the Board in the employee hiring process. Dr. Serban replied that the role of the Board is to ensure that the college has a standardized hiring process to which it’s held accountable, and that the Board grants final approval of new hires.

It was suggested and agreed to review Dr. Serban’s contract and evaluations during a closed session.

3. ADJOURNMENT

The meeting was adjourned. The next Regular Meeting of the Board of Trustees will be held on Thursday, December 16, 2010 at 4:00 p.m. in A211.

APPROVED BY THE BOARD OF TRUSTEES ON May 8, 2014

[Signatures]

President, Board of Trustees

Superintendent/President

Secretary/Clerk of the Board