MINUTES

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

August 12, 2010

SPECIAL MEETING/STUDY SESSION
Room A218
4:00 pm

MacDougall Administration Center
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/boardoftrustees/.

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
Mr. Morris Jurkowitz
Ms. Joan Livingston
Mr. Des O’Neill

Members absent:
Mrs. Sally Green
Mr. Luis Villegas

Others present for all or a portion of the meeting:
Dr. Andreea M. Serban, Superintendent/President and Secretary to the Board of Trustees
Dr. Arellano, Ofelia, VP Continuing Ed (CE)
Alarcon, Ignacio, President Academic Senate
Bahena, Norma Coordinator CE
Bailey, Jack Director CE
Blum, Marty
Croninger, Marsha
Flores, Carol Director CE
Harper, Andy Director CE
Harris, Ken Director CE
Martin Del Campo, Francisco Director CE
Dr. Shaffner, Bonnie Dean CE
Vasquez, Laurie, DSPS/FRC

1.3 WELCOME

President Dobbs extended a cordial welcome to all.

1.4 HEARING OF CITIZENS

No citizen expressed an interest to address the Board.


Upon motion by Mr. O'Neill, seconded by Ms. Livingston the Board approved the minutes of the Special Meeting of June 4, 2010 and the amended minutes of the Special Meeting/Study Session of June 10, 2010. Dr. Alexander abstained.

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

2. STUDY SESSION

2.1 Board Policies and Administrative Procedures

2.1.1 BP 4022 Sabbatical Leaves (Attachment 1)
2.1.2 AP 4022 Sabbatical Leaves (Attachment 2)

Vice President Ehrlich reported that the board policy and the procedures had been separated.

2.1.3 BP 2365 Recording (Attachment 3)
2.1.4 AP 2365 Recording (Attachment 4)

Superintendent/President Serban reported that if the Board is interested, starting with the August Board meeting, the audio recording of the meeting can be placed on the College’s website for a period of 30 calendar days. The recordings to be posted would be those of regular Board meetings, special meetings and also possibly study sessions. Since the meetings of the subcommittees are not quorums of the Board, these meetings will not be posted.

Ms. Livingston requested that more information be provided at a future study session as to what other Boards are doing. It was suggested that Ms. Livingston contact other colleges and bring the information to a future study session.

2.1.5 BP 4030 Academic Freedom (Attachment 5)
Ignacio Alarcon reported that this policy had already been approved by the Board and is being presented only as a renumbering to the 4000 series. Ms. Livingston asked if there was a way that faculty could be surveyed on this topic and was there a way of assessing the outcomes. Superintendent/President Serban suggested that perhaps the Academic Senate could explore this topic with the faculty.

2.1.6 AP 4490 Academic Title Procedure (Attachment 6)

Vice President Ehrlich reported that titles tend to diverge across time and this procedure would bring everything back into line. This is an existing policy that has been converted to a standalone procedure.

2.2 Overview of SBCC’s Continuing Education Division (Attachment 7)

Superintendent/President Serban reported that at a previous study session it was suggested that a more comprehensive document be put together that covers a variety of aspects of how Continuing Education operates and so this attachment was developed in response to those requests. The entire document will not be covered today as it is quite large. The expectation is that this material will serve as the basis for the discussion today and will most likely continue on for one more study session. This may also be a prompter for requesting further or other information. Acknowledged the work of Dr. Ofelia Arellano and her staff on the document being reviewed.

Superintendent/President Serban shared a copy of a letter that was received today and will be posted on our website because it’s related to what is being discussed today. The letter is from Assemblymember Pedro Nava responding to a person from the community and he basically is saying what we have been saying and that is that we have a fiscal and regulatory reality that community colleges need to deal with. Many of the things that we collectively do are a direct result of the directions that have been received from the state. Assemblymember Pedro Nava confirmed that SBCC has taken the correct steps and actions and has congratulated the College for its work.

Superintendent/President Serban reviewed the mission of California Community Colleges and Santa Barbara City College which is established by the California Education Code. During the development of the three-year college plan, we look at and review the College mission. This version of the College mission has had some significant changes due to the addition of the student learning outcomes. The Academic Senate, in particular, played a significant role in that change. The College mission now clearly states that SBCC promotes student learning and development through attainment of Institutional Student Learning Outcomes and these are the Student Learning Outcomes that have been developed collegially over time. Student Learning Outcomes are not only a requirement of the accreditation standards, but are a recognized need in terms of a quality assurance method for the public and our students.

Vice President Arellano reviewed the organizational structure of Continuing Education. Appendix A provides a breakdown of all of the current positions. Also provided was the
Continuing Education personnel salaries and benefits that were budgeted for 2010-11. Continuing Education has a $9 million dollar budget and it was noted that personnel costs are almost $8 million, which is normal given that the core activities of the division are teaching courses and providing student support services. This includes a combination of academic salaries, classified salaries, contract faculty, and adjunct faculty. Also reviewed were the sources of funding for Continuing Education, which also include categorical funding and grant funding. Rates of reimbursement per FTES received from the state were reviewed: $4,564 for CA resident credit; $3,232 for enhanced non-credit that includes the adult high school program, ESL and vocational certificate programs; $2,744 for non-enhanced, noncredit. Superintendent/President Serban explained that the College also receives $2 million in unrestricted general funds that are received because of the center status of the Schott and Wake and each center needs to continue to generate at least 1,000 FTES, credit or non-credit to continue to receive this funding that is used for operational costs associated with running the centers. The College is very much interested in keeping the center status for the two locations and is committed to keep the needed level of support for the centers.

Vice President Arellano provided an overview of expenditures going back to 2005-06 and it was noted that annual expenditures have increased. Staff was very prudent in their spending and that accounts for the decrease in 2009-10 and this also includes the staff positions that were not filled. There were various individuals who were working in out-of-class assignments during 2008-09 that were paid at a higher pay level during the implementation of Lumens and those assignments ended on June 30, 2009, which resulted in a decrease in the expenditures for 2009-10.

Superintendent/President Serban reviewed with the Board the facility rental expenditures and explained the differences during the listed fiscal years.

Vice President Arellano provided more information regarding non-credit courses. The State of California has ten categories of courses that are eligible for funding: English as a Second Language; Citizenship for Immigrants; Elementary and Second Basic Skills; Health and Safety Education; Persons with Substantial Disabilities; Parenting; Family and Consumer Sciences; Older Adults; Short-Vocational Programs with High Employment Potential; and Workforce Preparation classes. For Fall 2010, staff worked on informing the community about what these categories were because a majority of the courses are being offered under courses for older adults. Regulations state that we must market and advertise these courses for as courses for older adults (55+). However, courses are open to all adults regardless of age. Superintendent/President Serban pointed out that the designation of courses as courses for older adults means that the curriculum being developed for these classes will cater to the older adults and will be geared towards them, even though there may be attendees who are under the age of 55. Ms. Livingston questioned whether or not the State is monitoring class attendance to make sure that older adults are registered in the classes. Information received from other sources stated that they are not monitored. Dr. Arellano reported that staff noted in the Fall 2010 Continuing Education schedule which classes are for older adults, clarifying for the community what classes are for older adults and that it's intended for that group, however, that classes are open for all.

The directors of Continuing Education are active in the community and are receiving
feedback regarding other areas where we need to address other community needs, for example in the area of persons with substantial disabilities where we only offer one course. This is an area that is being explored and other options are being looked at.

Vice President Arellano provided information on Title 5 regulations and the requirements for claiming apportionment and also standards and criteria for what a course outline must contain. A comprehensive overview of all Continuing Education courses is taking place. The directors have held workshops with faculty and Kathy O’Connor has provided the leadership and training for faculty in terms of what the key elements in course outlines are. The overview will make sure that Student Learning Outcomes and objectives are in place, this will continue throughout the year. Superintendent/President Serban noted that this training will be very helpful for faculty so that they know what needs to be in the course outline for courses for which State funding can be claimed, besides being in one of the ten categories noted, the courses need to involve actual instructional activities in order to achieve stated objectives for the course, an assessment needs to be conducted during the course, and objectives need to be reached. It was reported that the speaker series, although it’s a valuable series, unfortunately it is not eligible for funding because it does not meet the above noted requirements. For this reason, staff is working on finding ways to fund the Mind Supermind series because it has been a valuable series. However, it does not qualify for state apportionment. Vice President Arellano reported that 20 courses, this past spring, were converted to tuition fee-based courses because they did not meet the conditions for claiming state funding. Superintendent/President Serban reported that these fee-based courses were only charged the direct cost for providing the class. A scholarship program for Continuing Education has been established. This was one of the suggestions made at the community open forums we held last fall. There were 16 applicants for these scholarships for the fall 2010 term. It appears that the assumptions made about people possibly being priced out or needing assistance did not materialize. Dr. Arellano reported that a scholarship committee has been formed and is composed of: two members of the Continuing Education Citizens' Advisory Council; two student representatives; two staff members from Continuing Education and a member from the Foundation for SBCC. Information regarding the scholarships was sent out to students, posted on the website, press releases were published in all local media and students did apply on-line, as well as submitting paper applications. 21 applications from 16 individuals were received and 11 individuals received scholarships for cooking, glass fusing, Spanish and aquatic classes. It was also noted that when scholarships are awarded, it does not automatically guarantee the applicant a spot in the class. The scholarship only pays for the course fee, it does not pay for any material fee, and this would have to be paid by the student. Scholarship applicants will need to re-apply each term.

Vice President Arellano reported that notification was received on April 26 from Vice Chancellor Russell that the State is no longer funding dancing and recreational physical education courses for older adults. This impacted 20 sections that were no longer eligible for state funding. Through donations from the community, in fall 2010 each instructor that was impacted is now teaching one physical education course. Superintendent/President Serban noted that donations are being used to subsidize these classes so that they can still be offered for free during the fall term. Faculty is working on developing health education courses, which can be submitted for State
funding. These courses need to be first approved by the State before we can claim state funding for them.

The Continuing Education Directors provided an overview of their areas of responsibility:

- Carol Flores reported on the Adult High School program.
- Ken Harris reported on Family and Consumer Sciences, Physical Education, Music, various workshop classes, such as art, sewing, etc.
- Andy Harper reported on Health and Safety education, lecture series and conferences, and Literature.

Superintendent/President Serban reviewed with the Board the new funding formula introduced by SB 361. SB 361, which created the enhanced and non-enhanced non-credit funding, was passed in 2006 and went into effect 2007-08 fiscal year. Before this was passed, the Continuing Education FTES were all one category known as non-credit FTES. Once SB 361 was passed, the College modified and repackaged some of the existing courses so that they qualified for enhanced non-credit apportionment. The 2010-11 FTES enrollment targets are a general, college-wide target. It reflects the collaborative work between credit and non-credit on establishing how we will deal with the reduced level of funded enrollments. The growth rate funded for the College is established by the State. As noted, we were not given any growth in 2009-10; rather our funding for enrollments was reduced on a permanent basis by $2.6 million. However, we didn’t make the reductions; we actually provided more courses to meet the student demand and we didn’t turn away as many students as the State has asked us to. We actively met a lot of the demands that were placed on us. SBCC would like to maintain at least 2,200 FTES in non-credit and in addition we are going to add classes for older adults where there is high demand, such as arts and crafts, jewelry, ceramics for the state funded courses because we have the capacity to do so. Dr. Arellano did note that staff will be monitoring the demand, as well as the facility usage, as courses would be added within the facilities available.

The remaining sections of the document, beginning with VIII. Lumens Implementation and Maintenance will be discussed at the next study session.

2.3 Discussion of proposed items for future agendas of Board meetings (regular meetings, special/study sessions, or committee meetings). This agenda item is for the members of the Board to discuss proposed or potential items for future Board meetings.

- Dr. Alexander asked if the Board would be interested in discussing the budget principles, as the Board uses them and they were adopted by the trustees a while back. It would be valuable to review those principles, one by one, to make sure that they still apply. The Board members concurred with this and this item will be placed on a future agenda.

President Dobbs thanked Dr. Arellano and her staff for the great presentation this afternoon.

Upon motion by Mr. O’Neill, seconded by Mr. Jurkowitz, the Board approved adjourning out of study session.

3. 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, August 26, 2010 at 4:00 p.m. in A211. A Study Session will be held on September 9, 2010 in A218C.

APPROVED BY THE BOARD OF TRUSTEES ON September 9, 2010

President, Board of Trustees

Superintendent/President
Secretary/Clerk of the Board