MINUTES

SPECIAL MEETING/STUDY SESSION OF THE BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Room A218C
Thursday, August 11, 2011
4:00pm

MacDougall Administration Center
SBCC East 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/boardoftrustees/.

1. GENERAL FUNCTIONS AND ACTION ITEMS

1.1 CALL TO ORDER

President Haslund called the meeting to order.

1.2 ROLL CALL

Members present:
Marty Blum
Marsha Croninger
Peter Haslund, President
Joan Livingston
Lisa Macker

Members absent:
Morris Jurkowitz
Luis Villegas, Vice President
Management present:
Dr. Jack Friedlander, Acting Superintendent/President and Secretary of the Board of Trustees
Dr. Ofelia Arellano, Vice President Continuing Education
Dr. Paul Bishop, Vice President Information Technology
Sue Ehrlich, Vice President Human Resources and Legal Affairs
Marilynn Spaventa, Acting Executive President Educational Programs
Joe Sullivan, Vice President Business Services

1.3 WELCOME

President Haslund extended a cordial welcome to all.

1.4 HEARING OF CITIZENS

Sally Saenger thanked the Board for their long hard hours and appreciates the decision to appoint Dr. Jack Friedlander as Acting Superintendent/President.

2. STUDY SESSION

THE FOLLOWING ITEMS ARE FOR DISCUSSION ONLY AND NO ACTION WILL BE TAKEN ON THEM AT THIS MEETING:

2.1 DISCUSSION OF PROCESS BY WHICH THE BOARD WILL SELECT A NEW SUPERINTENDENT/PRESIDENT.

Vice President Ehrlich reported that it would be critical that the conclusion of the selection process be held on campus at a point in time when faculty and students are available for a public forum. The process last time began in September required and involved substantial amount of work for staff during this process. Options and tasks provided were to use an outside search firm to assist the college with the search process; develop a job description; send out a request for proposals to outside search firms; and advertise nationally, which is consistent with the Chancellor’s Office requirements;

During the last search, a screening committee appointed by the Board included faculty members appointed by the Academic Senate; classified employees appointed by CSEA; several administrators selected by the Superintendent/President; several community members appointed by the governing board; a member of the Foundation for SBCC; and a board member of the Continuing Education Advisory committee. The membership of the committee is discussed in advance and the process involved bringing applicants here, and sending committees to do site visits as part of the reference check process. The budget set for the last search was $80,000. The finalists came to campus and participated in a public forum and an interview with the Board of Trustees. A system was developed to receive input from the public who attended the forum. The timeline for the search process is doable but needs to be started right away.

The recommendations made were that the following steps be taken quickly and if possibly have them available for discussion at the August 25 board meeting:

- develop President’s job description
- develop an RFP for search firms
- develop a college brochure (this may require more time)

Vice President Ehrlich noted the timeline for the last search began with the process starting in September; the job was posted from October 15 to January 7. The committee screened the applicants in January, candidates were selected by the committee by January 23, the Board
was involved by the end of February and public forums were held in March.

2.2 DISCUSSION OF HOW THE COLLEGE WILL PREPARE FOR THE PENDING ACCREDITATION VISIT

Dr. Friedlander reported that the letter from Dr. Beno received by Dr. Serban on July 15 states that she would be contacting the college to schedule a site visit. Dr. Friedlander informed her that he would be the contact person to discuss what the arrangements and expectations of the college would be to prepare for the visit. Dr. Friedlander would advise the Board of the outcome of that discussion.

One of the recommendations made was that there were allegations made and that the Board should respond to those allegations. Mr. Price was asked for his comments on this and he stated that in a setting where allegations have been made, the process calls for a response to those allegations, in particular when the allegations affect an institution, which as other than a live person doesn’t have the capability of speaking in one voice. It would be appropriate to put the information together as a draft report and, if requested, a response to the allegations in the July 15, 2011 letter that was sent from the ACCJC and have the Board review it prior to it being sent. Dean Nevins recommended that Dr. Beno be contacted and asked if it would be appropriate or not for the Board to respond to the complaint. The consensus from the Board was to wait to hear what Dr. Friedlander is advised during his conversation with Dr. Beno. Dr. Friedlander will also request a copy of the original letter along with all of the attachments.

2.3 DISCUSSION OF TIMELINE FOR REDISTRICTING

Dr. Friedlander reported that he had contacted the League and was provided with the following timeline for this process.

August 25, 2011 board meeting: the Community College League and the Redistricting Partners would provide an initial presentation to the Board.
September 22, 2011 board meeting: the Community College League and the Redistricting Partners would present three map options for the Board to consider. There would be discussion by the Board and also public comment and they would collect and record the comments received.
October 27, 2011 board meeting: the Board would select and approve a map option.
In November the consulting firm would file the necessary paperwork with the county for any changes in lines or processes.

The Board had no objection to the timeline presented.

2.4 PROPOSED ADOPTED BUDGET 2011-12 AND FIVE YEAR BUDGET PROJECTIONS

Vice President Sullivan, Business Services provided a revised document for the assumptions. Vice President Sullivan provided highlights from the assumptions and went over risks listed on page 6.

Trustee Livingston pointed out expenses that were not highlighted at the Fiscal Committee meeting and doesn’t want them over looked at this meeting and those were the expenses listed on page 4, items n, o, and p. These would be new additions to the budget expenses of $800,400. She asked where the money to pay for these expenses would come from?

Leslie Griffin, Controller, went through the Tentative Budget to Adopted Budget spreadsheet. The tentative budget was approved in June and now there are a number of changes being made. Ms. Griffin reviewed the changes with the group, including the expenses highlighted by Trustee Livingston. She noted that the details were provided in the detail sheet that was included in the attachments.
Trustee Livingston noted that this represents a radical change of how the budget had been developed in the past and so there will have to be consequences. This means that something has to be given up to get this more realistic ratio. She expressed her concern that trends used by Ms. Griffin won’t hold and if so, asked about the solution if this was the case. How would the reserves be built up? Trustee Livingston noted that the Board should review and discuss the Budget Principles, use them as an education exercise to see how they apply to the budget experience they just went through.

Dr. Haslund requested that at the September study session the budget principals, as well as the Board policy that’s applicable be presented so that the Board can compare them.

Trustee Macker complimented the staff for putting together this transparent presentation; it’s easy to see what’s going on with the tentative budget and the final budget. This is a change in budgeting and the Board will be working with a realistic budget and rather than having to budget for reserves, or having reserves happen by default. Reserves are going to be planned or use of reserves will be planned and that’s a principal that the Board will need to discuss. Trustee Macker reported that at the Fiscal meeting on Monday there was discussion and the committee will be reviewing how boards look at reserves and how they accumulate them and what are the trigger points for reserves getting to a certain point and the reasons why reserves accumulate. The process will begin in Fiscal Committee and will move its way up to the Board level.

Trustee Croninger noted that this year the line item for reserves would be zero because the Board had already agreed and on the recommendation of the governance groups to use reserves to cushion the cuts over the next three years. Budget principal number one was followed, which is to balance the budget and it is much closer now. She thanked the staff for all of their work on this process. The budget being provided is understandable, transparent and will surprise anyone at the end of the year.

Vice President Sullivan asked if it would be appropriate for him to take this information out to the governance groups for their input. The Board concurred with his request that he should do so.

2.5 BOARD RETREAT – SELECTION OF DATE AND VENUE

President Haslund asked that this item be deferred until he hears from all of the Board members regarding their availability for this meeting. The date has to work for all Board members. President Haslund reported that the retreat would be a time when the Board would meet on a less formal basis. The session would not have the kind of agenda that typically drives the Board. It would be useful to have a general review of some of the policies that the Board seems to be at odds about. In terms of venue, a decision has not been made. However, President Haslund is leaning towards finding an inexpensive venue, away from campus. Before a decision is made it will be brought back for Board discussion and hopes to have something by August 25. The Board Self Evaluation was an item mentioned that should be included in the retreat.

2.6 BOARD POLICIES:
- BP 2360 Minutes
- AP 2365 Recording
- BP 3700 Copyright
- AP 3700 Copyright

Sue Ehrlich reported that BP 2360 and AP 2365 are policies of the Board and need to be developed by the Board. BP 3700 and AP 3700 are being presented to the Board and they have come through the consultative process. Vice President Ehrlich noted that BP 2360 and AP 2365 seem to overlap or are not in sync with one another and perhaps should be merged.
Trustee Croninger provided a draft revision for BP 2360 and reported that the understanding is that the procedures are developed by staff and if the Board came to an agreement with regards to BP 2360 staff would develop the procedures that would apply. Vice President Ehrlich noted that it could be possible that a procedure may not be needed and suggested that perhaps the policy title could be Records of Board Meetings, with a section that deals with minutes and a section that deals with recordings. Trustee Croninger noted that what she was trying to capture in the draft she thought had been discussed at various meetings regarding minutes. She tried to capture it all in one document.

Dr. Friedlander reported that at the August 25 Board meeting there would be a presentation demonstrating how a feature in YouTube can be used for closed captioning of Board meetings. The recording can be translated into 25 languages as well as having the voice text of these translations. This would become the recording of the meeting.

Trustee Livingston expressed her concern about the viability and longevity of electronic recordings. She would also like to see some means of easily indexing the recording to a written agenda item, rather than having to listen all the way through the recording to find an item. Vice President Bishop noted that the approval process does not happen for the video of the meetings. The process could be changed, but the approved minutes are considered the official documents.

Liz Auchincloss noted that perhaps the minutes should record all of the actions and not include all of the discussion because it seems that the disagreements that have occurred are about what was said during the discussion rather than the actions taken. Vice President Ehrlich noted that at a number of meetings there is a need to capture discussion that doesn’t get translated into action. Dean Nevins reported that the minutes refer to the actions of the Board and the discussions are not captured. The recordings would be available for staff to listen to if they are interested in listening to the meeting.

Trustee Croninger will revise and provide a draft of this policy to the Board on August 25. Also included in the policy would be some wording regarding the approval of subcommittee meeting minutes.

BP 3700 and AP 3700 Copyright

Vice President Ehrlich reported that this has been in the making for a long time and it is extremely important for the college that there be in place a policy that establishes very clearly what is expected of employees and students that complies with copyright law. The procedures are meant to be an instructional document. She credited Kenley Neufeld who researched and initiated this some years ago. This has gone through an extensive consultative process.

The Board concurred that the policy could be brought forth for approval at the August board meeting.

2.7 CEO-BOARD COMMUNICATIONS (Ventura College Policy)
(Handout will be distributed at study session)

Trustee Livingston noted that this was really meant to be a discussion of a proposed Board Policy—CEO Relationship with the Board. The recommendation made by Trustee Livingston was to have the Board clarify existing language into a shorter board policy. The policy should provide clarification of how the Board operates as a Board as a whole, how the Board interfaces with the CEO, and how the Board does not interface with subordinate staff.

Concern was expressed about a number of exceptions that would have to be made to the policy and it was felt that this item should be on the board retreat agenda along with related policies for further discussion.
2.8 MEASURE V PROJECTS

Vice President Sullivan reported that the college is significantly underfunded for these projects and what he needs from the Board is consensus on where the funds would be spent in the next couple years.

It was recommended that this go out to the shared governance groups so that they can provide their input on the priorities of these projects and what impact the order they recommend these projects be completed have on other operations.

Trustee Blum suggested that the Foundation be engaged in a discussion for possible naming opportunities on campus.

Dr. Friedlander noted that he and Vice President Sullivan discussed the importance of developing the Educational Master Plan it would drive the Long Range Development Plan. The Plan would contain an action plan for funding the facilities priorities that are included in the overall plan. The action plan would be brought to the Board for review. Vice President Sullivan highlighted the options for utilization of the remaining Measure V funds that were included in the attachments.

2.9 DISCUSSION OF PROPOSED ITEMS FOR FUTURE AGENDAS OF BOARD MEETINGS (regular meetings, special/study sessions, or committee meetings).

1. Agenda Protocol: revisit how an item is agendized (Joan Livingston)
2. CE Funding, costs of classes (started some time ago by Ofelia) (Joan Livingston)
3. Identify college expenses by cost center (Lisa Macker)
4. Examine Board Policy 2716 on political activity (Marty Blum)
5. Decorum at Board meetings, Board Policy 2355 (Marty Blum)
6. Develop workshop on “shared governance” (Marsha Croninger)
7. Examine Foundation fund raising priorities

2.10 BOARD PRESIDENT’S AUTHORITY BP 2210 OFFICERS

This item was not discussed at this meeting.

3. CLOSED SESSION

The Board convened to closed session.

a. ADJOURN TO CLOSED SESSION

1. Public Employee Appointment (Government Code section 54957(b))
   Title: Acting Superintendent/President

b. RECONVENE TO OPEN SESSION

The Board reconvened into Open Session. President Haslund reported that the Board had approved to appoint Jack Friedlander as the Acting Superintendent/President for the balance of the academic year (June 30, 2012) or earlier if the Board selects a new Superintendent/President.

The motion was made by Lisa Macker, seconded by Marty Blum. Voting in favor: Lisa Macker, Marty Blum, Marsha Croninger and Peter Haslund. Voting against: Joan Livingston. Absent: Luis Villegas and Morris Jurkowitz.

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4. ADJOURNMENT

A subsequent motion to adjourn the meeting was introduced by Lisa Macker, seconded by Marsha Croninger, and carried unanimously.

The next Regular Meeting of the Board of Trustees will be held on Thursday, August 25, 2011 at 4:00 p.m. in Room A211. A study session will be held on Thursday, September 8, 2011 at 4:00 p.m. in Room A218C.

APPROVED BY THE BOARD OF TRUSTEES ON September 8, 2011

[Signatures]
President, Board of Trustees

[Signature]
Superintendent/President
Secretary/Clerk of the Board