MINUTES
REGULAR MEETING AND STUDY SESSION OF THE BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

Room A218C
Thursday, October 13, 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 at 4:04 p.m.

1.2 ROLL CALL

Board members present:
Marty Blum
Marsha Croninger
Peter Haslund, President
Joan Livingston
Morris Jurkowitz
Lisa Macker
Luis Villegas, Vice President
Scott Ammon, Student Trustee

Management present:
Dr. Jack Friedlander, Acting Superintendent/President and Secretary to the Board of Trustees
Dr. Ofelia Arellano, Vice President Continuing Education
Dr. Paul Bishop, Vice President Information Technology
Ms. Sue Ehrlich, Vice President Human Resources and Legal Affairs
Mr. Joe Sullivan, Vice President Business Services

1.3 WELCOME

President Haslund extended a cordial welcome to all.

1.4 HEARING OF CITIZENS

Cathie McCammon spoke during the discussion of item 2.6.

2. STUDY SESSION

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

2.1 BP 5047 Multiple and Overlapping Enrollments
AP 5047 Multiple and Overlapping Enrollments

Allison Curtis, Director, Admissions and Records, reported to the Board the proposed changes and additions to this policy and administrative procedure. Vice President Ehrlich noted that since there will be additional work done on the wording of this policy, she would bring it back for review at a future meeting.

AP 4131 Procedure for Evaluation of Faculty

Ignacio Alarcón reported that this was a procedure that the Academic Senate’s Policy committee reviewed and refined. Mr. Alarcón provided a short explanation of what this procedure entailed.

BP 4160 Adding, Eliminating or Changing Instructional Programs
AP 4160 Adding, Eliminating or Changing Instructional Programs

Mr. Alarcón reported that this is a policy that has been in place and is just being renumbered. The procedure portion of this policy was made into an administrative procedure and they now both fall into the new numbering system that the Community College League for California Community College has suggested that community colleges use. Historical information will be included at the end of the policy. It was requested by Trustee Blum that the wording “classified staff” be added to the second paragraph of the procedure, as it was noted in the policy but not in the procedure. The consensus of the Board was to bring the policy forward to the next board meeting for approval.

AP 4491 Emeritus Status

Mr. Alarcón reported that this was a procedure that was reviewed by the Academic Senate Policies Committee and is being presented for review by the Board. The suggestion was made that the word “regular” employee be changed to “tenured”. The consensus of the Board was to bring the policy forward to the next board meeting for approval.

BP 4600 Organizational Structure of Faculty
AP 4600 Organizational Structure of Faculty
Mr. Alarcón reported that the changes to this policy and administrative procedure are to clarify who votes for a chair of a department and to separate policy from procedure. These changes were reviewed by the Academic Senate Policy Committee and it was comfortable with the proposed changes. The consensus of the Board was to bring the policy forward to the next board meeting for approval.

Vice President Ehrlich added that when policies and procedures are brought to the Board, the Board has the right to comment on their substance, even if it's brought to it for a particular or limited reason. There are two purposes for bringing policies to the Board: (1) for information and approval; and (2) because the Board is required to do a regular review of policies.

2.2 Board Retreat

President Haslund reported that he has not been able to secure a time when the Board can meet for a retreat. The question arose whether the Board wanted to have a retreat and if so when. After discussion by the Board, the consensus was that the retreat would be scheduled in early January.

President Haslund noted that he will have on the next study session agenda the discussion of the president search process.

2.3 Redistricting options (Attachment 2.3.1 and 2.3.2)

Discussion on the districting options and communities of interest took place. The question was asked as to why the district couldn’t remain “at large”. Paul Mitchell, Redistricting Partners, noted that to leave the district the way it currently is could make the district vulnerable to a Voting Rights Act claim under the California Voting Rights Act.

Acting Superintendent/President Friedlander reported that he was under the impression that the Board wanted to focus on Option 1 and that it would give him direction on the questions to ask Mr. Mitchell regarding this option at the October 27, 2011 board meeting.

2.4 Building naming opportunities (Attachment 2.4)

President Haslund pulled this item as they were not ready to have this discussion.

2.5 Review Draft of the College Plan: 2012-15 (Attachment 2.5)

Acting Superintendent/President Friedlander reported on the process used for the development of the Draft of the College Plan. This would provide the Board an opportunity to provide input on the draft before it goes to the College Planning Council (CPC). Dr. Friedlander provided highlights of the plan. Dr. Friedlander noted that he was going to recommend that under Fiscal Management, Goal 5, that an objective be added on developing and implementing a plan to meet the college’s budget targets in each year of the plan. Dr. Friedlander reported that this should be discussed at a study session or board meeting. The discussion would include reviewing the cost-benefit analyses proposals for generating additional revenues such as increasing the number of international students and the number of out-of-state students. Trustee Croninger noted some of her ideas could be considered to include in the College Plan: 2012-14. Trustee Haslund asked about setting a goal in the College Plan to assess the effectiveness of SLO's in achieving their desired outcomes. He asked Dr. Friedlander to provide the Board with an update on the status of the college's implementation of SLOs and its evaluation of the effectiveness of SLOs. Dr. Friedlander agreed and will put this on a future agenda. Trustee Livingston noted her thoughts on items that could be added to the plan. President Haslund requested that the Board move on to the next item.
2.6 Review of Continuing Education (CE)
   2.6.1 Complete Review of CE compliance items (Attachment 2.6.1)
   2.6.2 Proposed approach for CE Task Force (Attachment 2.6.2)

Cathy McCammon provided public comments on behalf of ACES at the beginning of this item. She pointed out that Attachment 2.6.1 was mistaken in its comments about statements on the ACES website and explained that the statements were taken directly from the email from LeBaron Woodyard at the Chancellor’s Office. She handed out a copy of the email which is also posted on the ACES website.

Dr. Ofelia Arellano, VP of Continuing Education, explained that she received a memo from the Chancellor’s Office regarding the consolidation of three databases of course inventories into one. After the consolidation took place, Continuing Education was informed that the Chancellor’s Office could not confirm approval for many of its courses from its records. As course outlines were pulled it became apparent that a majority of the outlines did follow Title 5 regulation codes regarding approval of course outlines. However, there were course outlines that had not gone through the local approval process. Dr. Arellano explained the process they are going through to get their courses into compliance. Due to the large volume of courses that Dr. Arellano believed did not meet minimum conditions called for in Title 5, she so informed the Chancellor’s Office and the Chancellor’s Office gave the college a grace period of one year, as of February 2011, to review all outlines, make needed course modifications, and have them reviewed through the local curriculum advisory committee process. Dr. Arellano provided the Board a copy of the update on the work that has been done and reviewed the types of changes that have been made to these courses with the Board. Norma Eggli provided an overview of the work she has done and Dr. Arellano noted that Ms. Eggli has helped coordinate the process to insure that the college has officially approved outlines on file to continue to claim apportionment. Trustee Livingston said that during this period of time there was a successive change of Vice Presidents of Continuing Education and Lynda Fairly retired right when this was coming to the college for review. When Dr. Arellano was hired there were loose ends and they are now on track in being addressed. She hopes that members of the CE staff will be allowed to go forward with the work they are doing so they can get to a point where they have made the changes required to have all of its courses in compliance with Title 5 regulations so they can move on to other issues.

Dr. Arellano had each of the directors provide a short presentation on the issues they are faced with in their respective areas of responsibility. Carol Flores, Andy Harper, and Ken Harris reported to the Board what was taking place in their areas. Dr. Arellano wanted to present to the Board the status of the curriculum compliance work so that it would have the most current information on the work that is being completed to bring all CE courses into compliance prior to the end of the end of the February, 2012, grace period it was given by the Chancellor’s Office. Dr. Arellano said she feels confident that the deadline will be met.

After Dr. Arellano completed her presentation, and over the objections of Trustee Livingston and Trustee Villegas, Trustee Croninger reviewed several documents on the overhead showing the legal requirements for compliance and the history of CE course approval requirements imposed by the Chancellor’s Office. She explained why institutional memory and a complete context are important and it is a mistake to apply the term “noncompliance” to our current courses when our records show that past administrators followed the requirements that applied at the time as well as the directions of the Chancellor’s Office staff. Trustee Croninger used the cooking classes as an example of the importance of having a complete history. She reviewed documents showing that six umbrella cooking course outlines had been specifically approved by the Chancellor’s Office in March 2006 following direction given by the Chancellor’s Office to offer the many individual classes featuring specific kinds of recipes using one of those umbrella outlines. As the documents showed, this approach eliminated the need for individual outlines.
for each “recipe” class and followed the Chancellor’s Office instructions in 2005-06 for how to structure these classes. Like offering multiple sections of the same class, offering more than one class under an umbrella outline does not exceed the allowable hours as suggested in the CE memo. She also noted that converting all the cooking classes to fee-based classes was not an appropriate remedy because it did not fit or address the issues being described. Similarly, Trustee Croninger noted that the concerns that many CE courses had not been approved by the curriculum advisory committee is not a matter of noncompliance but is explained by the fact that they had been already approved under the earlier Title 5 regulations which did not require approval of a curriculum advisory committee. She provided an example from the April 18, 2005 SBCC curriculum advisory committee minutes which explained that only new CE classes needed to be brought to CAC for approval. Since the CE program already had a large number of approved classes, there was no need to bring a large number of new courses to CAC in 2005 and after. Once a course has been approved it remains approved unless the course content is substantively changed. Trustee Croninger explained that she believed that the lessons that should be learned here are the importance of working closely with past administrators to learn the history and context of a program when there is a significant turnover in personnel as any administrator working now would also want. There has been significant personnel turnover at both SBCC and the Chancellor’s Office in recent years. She said she believed the other lesson is the need for careful use of language. She expressed the view that it is good to update our course outlines periodically, but it was a mistake to suggest that many classes were in noncompliance when a more complete history shows otherwise. Her summary of the documents presented will be separately posted.

Dr. Friedlander reported on what he wants to accomplish by moving forward with the Continuing Ed Task Force. One of the goals of the CE Task Force is to develop timelines to achieve their objectives. Dr. Friedlander’s said his responsibility to the Board is to report back to it the timelines and how the objectives are being met. The presentation of these reports to the board will provide it with the opportunity to discuss the work of the CE Task Force and provide feedback. The discussion that took place at this meeting will help him in terms of going forward with the CE Task Force and this will be one of his top priorities.

2.7 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.

The following items were proposed for future Board agendas
- Presidential Search
- College Plan

3. ADJOURNMENT

Upon motion by Trustee Blum, seconded by Trustee Villegas, the Board approved adjourning this meeting. The next Regular Meeting of the Board of Trustees will be held on Thursday, October 27, 2011 at 4:00 p.m. in Room A211.

APPROVED BY THE BOARD OF TRUSTEES ON January 12, 2012

[Signatures]
President, Board of Trustees
Superintendent/President
Secretary/Clerk of the Board