MINUTES

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

February 10, 2011

SPECIAL MEETING/STUDY SESSION
Room A218
4:00 pm

MacDougall Administration Center
Santa Barbara City College
721 Cliff Drive

The Office of the Superintendent/President, Room A 110 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

President Haslund called the meeting to order

1.2 ROLL CALL

Members present:
Marty Blum
Marsha Croninger
Peter Haslund, President
Joan Livingston
Lisa Macker
Luis Villegas
Nicole Riddell, Student Trustee

Member absent:
Morris Jurkowitz

Others present for all or a portion of this meeting:
Dr. Andreea M. Serban, Superintendent/President and Secretary of the Board of Trustees
Auchincloss, Liz, President CSEA
Bailey, Jack, Continuing Ed
Galvan, Joan, PIO
Harper, Andrew, Continuing Ed
Harris, Ken, Continuing Ed
Cathie McCammon, Co Chair, ACES
Sophia, Karen, Marketing
Stoddard, Ellen, Faculty

1.3 President Haslund extended a cordial welcome to all.

1.4 HEARING OF CITIZENS

No citizens expressed a wish to address the Board.

2. STUDY SESSION

2.1 Board Policies and Administrative Procedures

2.1.1 BP 5120 Dual (Concurrent) Enrollment (Attachment 1)
2.1.2 AP 5120 Dual (Concurrent) Enrollment (Attachment 2)

Superintendent/President Serban reported that Diane Hollems would be speaking on this item. Trustee Croninger had requested information regarding this item and the information was handed out. The requirement for submitting the special admits to the State Chancellor’s Office was effective 2008-09, so the report provided was for the first year.

Dr. Diane Hollems, Dean Educational Programs reported they had revised Board Policy 5120 and clarified Administrative Procedures 5120. It was noted that the policy is pretty short and states that the President in consultation with the governance groups shall establish procedures defining the admission of high school or younger students, those are the special admit, and part-time students that are being discussed. Dr. Hollems reported that the topic being addressing today are the administrative procedures that go along with the board policy and wanted to clarify the wording, which is “Students concurrently enrolled in a California public or private school” and the criteria that are listed. They’re not restricting it to California residents. They do get some students who are enrolled in the public high schools that just moved to the state, so they would be considered out of state; they are not considered California residents. Those students have the opportunity to participate in dual enrollment, but they do have to charge them the fees for out of state or international, if they have a certain type of visa and some families choose to pay that to get the college credit.

Superintendent/President Serban requested that Dr. Hollems point out what change had occurred in the procedure. Dr. Hollems noted that one of the differences is they receive a lot of requests to exceed the enrollment limit the Board had established of 9 units for high school students who are freshman, sophomores, juniors, and 12 units if they are seniors, and they wanted to clarify those procedures. In order for a student to request to exceed the 9 unit limit, they have to have a GPA of 3.0 with no grade of C in an academic class, high school or college, demonstrate eligibility for English 110 and Math 107, so they have to assess into those courses and if they ask to take anything over 11.9 units they have to pay all enrollment fees. Dr. Hollems noted that they get about 10 requests per semester and that was enough to warrant them to change the language.
Trustee Croninger expressed her concerns that the administrative procedure needs work to comply with the board policy to make it legally compliant. There are things that seem inconsistent with the statutes or just not mentioned. An example given was that there is a statutory requirement that if the Board denies a request for special or part-time student enrollment, or a student listed as highly gifted, the Board has to issue a written recommendation and reasons for denial within 60 days and didn’t see that in the procedure. Superintendent/President Serban noted the Board does not approve procedures, however, if there were significant concerns, they would not proceed with implementing the procedure until a review is done. This would hurt some students who are waiting for this procedure to be able to have access to the program. Vice President Sue Ehrlich suggested that this procedure be implemented with the condition that it would be brought back to the Board with changes/additions.

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

Superintendent/President Serban reported that she made some changes to these two documents based on requests from Trustees Croninger and Macker related to the posting of recordings of board meetings, study sessions and committee meetings. There was a brief discussion at the end of the January study session related to archiving these recordings for a period of five years on the website. If the Board reaches consensus on this language the policy would then be submitted to the Board for approval at the February board meeting.

Trustee Croninger would like to take out the wording in the procedure “Not official records of the meeting…” The audio recordings are just that – recordings; the minutes could be more efficiently shorter and then the recordings could be the neutral record of the whole meeting, if someone needs more information about what happened at the meeting they can refer to the tape.

Superintendent/President Serban reported that the audio recordings are not the official records, the minutes are the official record when approved and if someone had a question regarding the minutes they should listen to the audio recording. It was recommended that the minutes be shortened and that only motions and seconds and what’s approved and not approved be noted. Vice President Ehrlich commented that if there exists substantive discrepancies between the recordings and minutes that should be noted before minutes are approved. The Board consensus was to bring the board policy to the February board meeting for approval and the procedure would be discussed further at the March 10 study session.

2.1.5 BP 2015 Student Member(s) (Attachment 5)

Superintendent/President Serban noted that it had been requested that this policy be brought back for further discussion. Wording was added regarding the information requested regarding the compensation of the Student Trustee. Would like to get consensus from the Board as to which policy they would approve at the Board meeting.

The consensus of the Board was to go with version 1 of this policy that would be half of the board’s compensation, $100 per meeting. Superintendent/President Serban will place this item on the next board agenda for approval.

2.2 Restoration of a Director of Continuing Education position (Attachment 6)

Superintendent/President Serban noted that this item has been discussed at previous meetings of the Board and the Ed Policies committee meeting. After extensive discussion the Ed Policies committee
concluded that this position should be filled. This is a time sensitive issue and Superintendent/President Serban needs to have consensus from the entire Board as to the restoration of this position. Superintendent/President Serban brought this item back because she wanted to be sure that all of the Board members concurred with the filling of this position.

The Trustees expressed their concerns regarding this position and their concern with regards to the budget and the possible cuts that would need to be made. Superintendent/President Serban noted that the recommendation from the Vice President and Directors from Continuing Ed, had been heard at previous meetings, and it was to fill this position. It was noted that the governance groups were directed to not rank additional full time positions because additional full time position would not be hired until there is more on-going monies and the Board will not see any brand new positions posted anytime soon in this budget environment. President Haslund noted that the issue is whether this item will be added to the agenda of the next Board meeting for a yes or no vote, with public input on the restoration of this position. It was requested that this item be discussed under Item 2.7, future agenda items.

2.3 Creation of a proposed new Board committee on community relations (Attachment 7)

Trustee Macker reported that this was a great idea, it sets a tone, a new energy towards doing what was discussed, connecting with the community and getting all the resources that are out there involved with the college community. Having the Board energized and working as a team with the Superintendent/President to make sure that they’re making the most effective use of the community. Trustee Livingston noted that the college has a Public Information Officer and some of what was presented falls under her job duties. The college’s biggest interface with the community is community education and the need is for a broader Continuing Education committee and not something that should be in the province of the PIO.

Superintendent/President Serban reported that when this idea was presented she thought that this would be about how the Board would interact with the community, which is an important role for the Board. The Board is the voice of the community and they have a responsibility to interact with the community. However, the examples that are being presented as proposed topics; they are getting into the realm of what staff on campus is already doing, such as Marketing and the PIO. Feels that the scope of this committee needs more work to define, at the Board level what they would want to accomplish, rather than doing the job of people who are already in place. This was a good idea as it was presented initially and that was to have a plan for the Board to engage with the community.

President Haslund noted that as originally conceived this group would work in encouraging and giving direction, thinking of how to engage the community in a positive way and his sense was that three members of the Board would be assigned to this committee and their assignment would be to come back to the Board with what their scope would be. President Haslund reported that the consensus of the Board was to form the committee and then have the specifics hashed out after the committee is constituted.

2.4 Proposal to retain outside legal counsel to advise the Board (Attachment 8)

This proposal was being presented because some Trustees feel that the Board should retain an outside legal counsel to advise the Board on legal matters. This came up due to the closed session that was held and the question came up as to whether it should have been a closed session or if it should have been held in open session. Due to the various opinions of the Trustees, it was felt that having outside counsel would assist them when they come across these types of legal issues and it
was also the opinion of some of the Trustees that working with Vice President Ehrlich would be a conflict of interest, since her boss is the Superintendent/President. A concern was expressed regarding the extra cost of hiring an outside counsel.

2.5 Discussion of process for Board members to request items to be added to agendas of Board meetings (regular meetings, special/study sessions, or committee meetings), request information and reports, and format and detail of Board meeting minutes – possible ad-hoc sub-group of the Board and Superintendent/President (Attachment 9)

President Haslund requested that this item be set aside and discussed at a future meeting.

2.6 Scheduling of workshop on the Brown Act

Superintendent/President Serban reported that Vice President Ehrlich checked with Liebert Cassidy and part of our agreement with them includes a number of free hours of training every year and Peter Brown is their expert in this area. The training could be done in two hours, but the suggestion was made that the Board consider allowing three hours. It was recommended that Vice President Ehrlich check with Mr. Brown on his availability, and asked that he provide a date for either a Saturday or late afternoon during the week and the Trustees would work around that date.

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.

Item 2.2- Restoration of a Director of Continuing Education position-This item will be on the agenda so that the Board can vote on it and the community can provide their input.

Item 2.5- Discussion of process for Board members to request items to be added to agendas of Board meetings (regular meetings, special/study sessions, or committee meetings), request information and reports, and format and detail of Board meeting minutes – possible ad-hoc sub-group of the Board and Superintendent/President.

Superintendent/President Serban requested that a committee not be formed on this and that the Board as a whole discuss this because this relates to how board agenda items have been suggested and the process is not being followed, this would insure that there is Board interest as a whole. This item will be placed on the next study session agenda and that the Board will act as a committee as a whole.

Trustee Blum had suggested that a list be made of future agenda items. Superintendent/President Serban reported that she won’t be able to put together a strict calendar that would have a schedule of topics for the next six months. The suggestion was made that the schedule be fluid.

3. CLOSED SESSION

Upon motion by Trustee Macker, seconded by Trustee Villegas, the Board approved adjourning into closed session.
a. ADJOURN TO CLOSED SESSION

3.1 Public Employee Discipline/Dismissal/Release pursuant to Government Code Section 54957 (two matters)

3.2 Conference with Legal Counsel-Anticipated Litigation - Significant exposure to litigation pursuant to Government Code Section 54956.9(b) (one matter)

b. RECONVENE TO OPEN SESSION

Upon motion by Trustee Macker, seconded by Trustee Blum, the Board approved reconvening to open session.

President Haslund reported on the following:

Item 3.1 there was nothing to report.
Item 3.2 the Board was briefed by and gave direction to counsel.

4. ADJOURNMENT

President Haslund adjourned this meeting. The next Regular Meeting of the Board of Trustees will be held on Thursday, February 24, 2011 at 4:00 p.m. in A211. A study session of the Board of Trustees will be held on Wednesday, February 16, 2011 at 4:00 p.m. in A218.

APPROVED BY THE BOARD OF TRUSTEES ON February 13, 2014

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