MINUTES

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

Thursday, March 10, 2011

SPECIAL MEETING/STUDY SESSION
A218
4:00 pm

MacDougall Administration Center
SBCC East Campus
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 (left at 5:50 pm)
Morris Jurkowitz
Joan Livingston
Lisa Macker
Luis Villegas, Vice President

Others present for all or a portion of this meeting:
Dr. Andreea M. Serban, Supt/President and Secretary Clerk to the Board of Trustees
Alsheimer, Cornelia, IA Rep. Auchincloss, Liz, President CSEA
Dr. Arellano, Ofelia, VP Continuing Ed Dr. Bishop, Paul, VP IT
1.3 WELCOME

President Haslund extended a cordial welcome to all.

1.4 HEARING OF CITIZENS

Speakers at this meeting were:
Cathie McCammon
Cornelia Alshemier

1.5 MINUTES OF THE SPECIAL MEETING OF JANUARY 13, 2011

Upon motion by Trustee Jurkowitz, seconded by Trustee Blum the Board discussed the minutes of the Special meeting of January 13, 2011. The discussion was regarding making the minutes shorter and their accuracy. President Haslund suggested that they approve the minutes, unless there were specific correction and he would take this matter up with the Superintendent/President.

The Trustees presented their corrections for the January 13, minutes. After further discussion of the minutes President Haslund requested that the minutes be brought back for approval at the next meeting. Trustee members were asked to share their concerns regarding the minutes with President Haslund, and he would share them with Dr. Serban. The corrections that were noted at this meeting would be included in the minutes when brought forward for approval.

2. STUDY SESSION

2.1 Interim Director of Athletics - recruitment for permanent position (Attachment 1)

Dr. Serban noted that a brief summary and overview of the history of this position was included in the attachment. This item was presented as an information item. This interim situation was caused by certain violations that resulted in the football program being put on probation.

Significant money was saved by not filling this position and acknowledged the work of Ellen O'Connor and Kathy O'Connor who filled in temporarily. The college cannot operate the 17 sports program without a full-time Director of Athletics, for that reason the position will be advertised and will continue to be under the supervision of the Superintendent/President.

Trustee Livingston acknowledged the work of Dr. Serban and the Athletic department for all they have done to remedy this situation. Dr. Serban provided information regarding the violations and noted that the violations have been dealt with.

Dr. Serban reported on the fundraising that takes place in the Athletic department. There are many activities that various sports departments do in terms fundraising and the Athletic Director position is instrumental in assisting with fundraising activities.

2.2 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)
2.2.1 BP 2340 Agendas (Attachment 2)
2.2.2 AP 2341 Request by Board Members to Place Matters on Agenda (Attachment 3)

Dr. Serban noted that this item was on a prior board agenda but time ran out before it was discussed. The assumption was that until a board policy or procedure is changed; the expectation is that the current board policy and procedure would be followed. In order for the Superintendent/President to be able to effectively respond and put together the agenda items and to be able to work with the staff Dr. Serban finds it critical at this time to have a discussion about this process.

Administrative Procedure 2341 currently provides the Board members two options to propose items for the agenda and the assumption was that it would not become an agenda item until there was a consensus from the Board. The question was asked about what the issue/problem was as the board members thought the board policy and the administrative procedure were fine as they were. Dr. Serban reported that there had been numerous deviations from the procedures where certain items are sent two days before the agenda is to be produced with the insistence that the item be on the agenda without being vetted with the entire Board to see if there is consensus.

The Board members generally agreed that the current policy and procedure in place is sound and it would be followed. If any Board member wanted to change the wording for a policy or procedure they should request that it be brought forward at a future meeting as an agenda item for discussion.

2.2.3 Accreditation Standard IV Leadership and Governance (Attachment 4)
2.2.4 Ventura Community College District Policy 2434 Chancellor’s Relations with the Board (Attachment 5)

Dr. Serban reported that the Ventura policy was submitted as an example by Trustee Livingston on how this district has dealt with the challenges the CEO faced receiving direction from individual board members and subordinates of the CEO receiving direction from individual board members.

Trustee Livingston reported that she brought this up because she wanted to include this as a board policy that would go through the Board Policies and Administrative Procedures Committee. It was being presented here for discussion on whether or not the language would work and was there Board consensus to move forward.

After discussion of this item, the Board’s consensus was to bring this forward when the Board goes through the process of reviewing all of the Board Policies and Administrative Procedures,

2.2.5 BP 2720 Communication among Board Members (Attachment 6)

Dr. Serban noted that this item came about due to some requests for agenda items that came expressed as - two board members talking and asking for placement of an agenda item. Trustee Croninger noted that she thought this policy related to the Brown Act. Dr. Serban noted that her concern here was that two board members talked then gave certain direction on an item to the CEO that really should be based on consensus from the Board as a whole rather than direction from one or two board members reaching consensus amongst themselves.
Discussion of this item and how it relates to the Brown Act ensued. Dr. Serban will ask for clarification from legal counsel on this matter and will report back at a future meeting.

2.3 Discussion of process for Board members to request information and reports

Dr. Serban put this on the agenda to discuss the process on how she would handle requests for information and reports that come from individual board members. The suggestion was that if it is a simple request she would be happy to deal with it right away. However, if it is a complex request, she would like to have a process in place to be able to bring it to the entire Board to see if the majority of the Board thinks it is worth proceeding with.

Dr. Serban noted that she and staff want to be helpful, but the Board needs to consider the time it takes her and/or staff to prepare the information required for response to the request. Dr. Serban is raising this issue up at this time because of the number of requests for items individual board members have asked to be placed on a Board agenda during the last three months. Dr. Serban wants to be able to use staff time efficiently and in moving the college forward toward achieving its goals and objectives.

2.4 Analysis regarding televising and video streaming Board meetings (Attachment 7)

Dr. Serban thanked Dr. Paul Bishop, VP of Information Technology, and Dr. Doug Hersh, Dean Educational Programs, for working on this analysis. They were asked to put this together based on preferences expressed by some of the board members. The discussion today would be if there is Board consensus, then it could be brought forward for approval at the next board meeting. The recommendation being presented is to contract with the City of Santa Barbara for the recording and broadcasting. The recording would apply only to regular board meetings, 12 meetings per year.

The consensus of the Board was to go with the recommendation of using the City of Santa Barbara to televise the board meetings and revisit this in 6 months.

2.5 Continued discussion about the approach to preparing the 2011-12 tentative budget and planning ahead for 2012-13 and 2013-14

2.5.1 Preliminary recommendations to and questions for the Board of Trustees from the Superintendent/President and Executive Committee (Attachment 8)
2.5.2 Discussion of potential additional information needed by the Board of Trustees related to preparing the 2011-12 tentative budget

Dr. Serban provided a handout that listed the information that was requested at the last fiscal meeting.

Dr. Serban reported that the recommendation being made relates to reducing the projected funded base. It would mean reducing FTES in a phased approach over three years and the proposal includes reducing both non-credit non-enhanced and credit so that by 2013-14, we will not exceed 200 in unfunded FTES.

Dr. Serban provided a handout that was developed by Trustee Macker and thanked her for
putting it in writing. Dr. Serban reported that staff had already started working on an analysis regarding the cost of credit and non-credit FTES that would address at least part of the items in the handout, but would not address all of them. The information regarding the cost of FTES would be ready for presentation at the next fiscal meeting in April. What will be provided are the following: (1) what’s the cost of credit FTES versus non-credit FTES; (2) an analysis that shows by department, the number of FTES generated; and (3) how the FTES generated relates to overall expenditures. The intention of the analysis would be to show the expenditures of the support services and the method that has been developed to show how this cost then prorated should be calculated because the service benefits everybody. This is the kind of analysis they would have for the next Fiscal Committee meeting.

The hand out was being provided to the Board so that it was aware of Trustee Macker’s request and to see if there was Board consensus to discuss this during the conversation regarding the budget preparation for 2011-12. Trustee Macker provided information as to why this handout was developed. Dr. Serban commented on the items that were listed in the handout. Trustee Macker noted that perhaps it would be helpful if she came back at the next board meeting with some broader statements. Trustee Villegas wanted the Board’s consensus as to whether this is the direction they wanted to continue.

Discussion ensued regarding the items listed in the handout and Dr. Serban commented on the items in the handout. Trustee Macker noted she heard the concerns being expressed at this meeting and noted that she would prefer to review number 4, 6 and 7. Trustee Villegas requested a consensus of the Board as to which of the items listed on the handout and the attachment would be discussed. The consensus was for the Board to continue the discussion of number 4, 6 and 7 of the handout. Trustee Livingston reported that attachment 8 had been discussed and the Fiscal Committee had concurred and supported number 5 and 6. Trustee Macker noted that the committee supported number 8, but felt it needed clarification before it became a strict policy, and they supported number 9 with the recommendation that when the budget is presented that the planned expenditures for the next year, or a couple of years, are included as part of the budget planning. The committee suggested that numbers 2, 3 and 4 be discussed by the Board as a whole. Trustee Villegas wrapped up this item and noted that this item would be on the next study session agenda for continued discussion.

2.6 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.

2.2.2 Administrative Procedure 2341 Request by Board member to Place Matters on Agenda

Any changes to the language of any policy should be presented with all of the policies so that they can be compared to what is in place and see if there is any overlap.

- Any proposed changes to policies need to be presented to the Board at future meetings with current and revised wording so that they can be compared and discussed.

- A request was made that a policy be discussed regarding the role of board subcommittees in reviewing policies.

2.5.2 Discussion of potential additional information needed by the Board of Trustees related to preparing the 2011-12 tentative budget.
• A request was made that this discussion be broaden to include any other budget recommendations that might exist.

3. ADJOURNMENT

Upon motion by Trustee Croninger, seconded by Trustee Livingston, the Board adjourned this meeting. The next Regular Meeting of the Board of Trustees will be held on Thursday, March 24, 2011 at 4:00 p.m. in A211.

APPROVED BY THE BOARD OF TRUSTEES ON May 8, 2014

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