MINUTES

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

May 12 and 16, 2011

REGULAR MEETING/STUDY SESSION
Rooms A218C and A211 (see schedule below)

Thursday, May 12, 2011 4:00pm

and

Monday, May 16, 2011 4:00pm

MacDougall Administration Center
SBCC East Campus
Santa Barbara City College
721 Cliff Drive

The District Office is located at 721 Cliff Drive, Santa Barbara, CA 93109. It is wheelchair accessible. The following services are available when requests are made by 4:00 p.m. of the day before the Committee meeting: American Sign Language interpreters or use of a reader during a meeting; large print agenda or minutes in alternative format; assistive listening devices. Please contact the Office of the Superintendent/President at (805) 730-4011 if you need assistance in order to participate in a public meeting or if you need the agenda and public documents modified as required by Section 202 of the American with Disabilities Act.

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 meeting) are available for public inspection.

Board agendas and supporting documents are also posted on the College website at http://www.sbcc.edu/boardoftrustees/.

MAY 12, 2011 – OPEN SESSION STARTS IN A211 AT 4PM

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  
Morris Jurkowitz  
Joan Livingston  
Lisa Macker  
Luis Villegas, Vice President

Others present for all or some of the meeting:  
Dr. Andrea Serban, Superintendent/President and Secretary Clerk to the Board of Trustees  
Cornelia Alsheimer, IA Rep.  
Dr. Ofelia Arellano, VP CE  
Liz Auchincloss, President CSEA  
Norma Bahena, CE  
Ryan Barnhill, Student  
Micah Battson, Student  
Dr. Paul Bishop, VP Info Tech  
Blanca Boenisch, ESL  
Jane Dyruff, ACES  
Sue Ehrlich, VP Human Resources and Legal Affairs  
Dr. Jack Friedlander, EVP Ed Programs  
Leslie Griffin, Controller  
Karolyln Hanna, ADN Faculty  
Brad Hardison, Financial Aid  
Marianne Kugler, CE  
Eleanor Burns Larson, ACES  
Carlos Martinez, CEEA  
Cathy McCammon, ACES  
Linda Nelson, CE  
Sandra Padilla, ESL  
Sally Saenger, PE/CE  
Anne Sprecher, Student  
Joe Sullivan, VP Business Services  
Poornima Wagh, Biology

1.3 WELCOME

President Haslund called the meeting to order.

1.4 HEARING OF CITIZENS ON ITEM LISTED UNDER CLOSED SESSION

No citizen expressed a wish to address the Board under this item.

1.5 CLOSED SESSION

Upon motion by Trustee Croninger, seconded by Trustee Macker, the Board adjourned to closed session.

a. ADJOURN TO CLOSED SESSION 4:00 pm – 5:00 pm Room A218C

1.5. 1 Conference with Legal Counsel-Anticipated Litigation – Significant exposure to litigation pursuant to Section 54956.9(b)(3)(A) and 54956.9(c). One case

b. RECONVENE TO OPEN MEETING 5:00 pm Room A211

President Haslund reconvened the meeting to open session at 5:37 p.m.

President Haslund reported that there was no reportable action. The Board was briefed and gave direction to its legal counsel.
1.6 HEARING OF CITIZENS

Speakers at this meeting were:

Dr. Cornelia Alsheimer                         Barbara Loebman                              Anne Sprecher
Matthew Margulies, M.D.                      Linda Nelson                                 Micah Battson
Sandra Padilla                                Carlos Martinez                              Ryan Barnhill
Blanca Boenisch                               Sally Saenger                                Cathie McCammon
Poornima Wagh                                  R.W. Ziegler

1.7 MINUTES OF THE SPECIAL MEETING OF FEBRUARY 16, 2011

Upon motion by Trustee Livingston, seconded by Trustee Villegas, the Board approved the minutes of the Special meeting of February 16, 2011.

1.8 CHANGE OF REGULAR BOARD MEETING FOR THE MONTH OF JUNE FROM JUNE 23, 2011 TO JUNE 9, 2011

Upon motion by Trustee Livingston, seconded by Trustee Blum, the Board approved to change the Regular Board meeting to June 9.

1.9 CHANGE OF FISCAL COMMITTEE MEETING ON JUNE 6, 2011 TO A FACILITIES COMMITTEE MEETING

Upon motion by Trustee Macker, seconded by Trustee Livingston, the Board approved the change of the Fiscal Committee meeting to a Facilities Committee meeting on June 6, 2011.

1.10 SCHEDULE DATE AND TIME FOR CLOSED SESSION FOR THE EVALUATION OF THE SUPERINTENDENT/PRESIDENT

This item was tabled to May 16, 2011.

1.11 INFORMATION: REPORT OUT OF ACTION TAKEN IN CLOSED SESSION ON FEBRUARY 10, 2011

President Haslund reported out the action taken in closed session on February 20, 2011: In closed session, on February 10, 2011, the Board took action by unanimous vote of all present, with Trustee Jurkowitz being absent, to not reemploy a contract faculty member for the 2011-2012 academic year.

2. STUDY SESSION

Upon motion by Trustee Macker, seconded by Trustee Croninger, the Board approved moving into study session.

THE FOLLOWING ITEMS WERE FOR DISCUSSION AND NO ACTION WAS TAKEN ON THEM AT THIS MEETING:

Items 4.5 and 4.6 were taken out of order and item 4.7 was removed from this agenda.
4.5 Board Policy 5270 Financial Aid (Attachment 16)
4.6 Administrative Procedure 5270 Financial Aid (Attachment 17)

Brad Hardison, Financial Aid Director, reported that the policy was being brought forward because of Federal regulatory changes that have been made recently and the changes to the policy will make it compliant with current requirements. This policy has been reviewed by the Academic Senate and the Student Senate. President Serban noted that Board Policy 5270 Financial Aid, would be brought to the May board meeting for approval.

2.1 P2 Annual CC320 Apportionment Report submitted to the State on April 20, 2011 (Attachment 1)
2.2 Continuing Education FTES no longer eligible for state funding (Attachment 2)

President Serban noted that the Apportionment Report is filed three times a year and derived from this report is about 90% of the college’s funding. The college is funded based on full-time equivalent students (FTES) and certain capital dollars that the college receives.

President Serban reviewed the information with the Board and pointed out that the college was significantly over the funded level given by the State for 2009-10. The college had 1,157.09 CA resident FTES between credit and noncredit, which resulted in an unfunded growth of $5.2 million. President Serban reviewed the information for 2010-11 and because of careful enrollment management they were able to draw down the amount of unfunded FTES, however, the college still had some unfunded growth of about $850,000.

President Serban and Dr. Arellano spoke on the loss FTES from Continuing Ed and reported why this occurred.

2.3 Brief review of process for developing the proposed tentative budget for 2011-12 and recommendations to the Board of Trustees (Attachment 3)

President Serban noted that this document tries to address in a concise manner the work that has taken place at the college and acknowledged the work of the governance process taking place on campus. The governance groups are in support of the recommendations being presented. The recommendation being made is for the Board to adopt, for the development of the tentative budget, the eight recommendations included in the attachment. It was also recommended that the Board adopt Scenario 5. A tentative budget was developed using these recommendations for review by the Board.

Trustee Villegas made the motion to table this item and this was seconded by Trustee Blum. Trustee Macker handed out some information for the trustees to review before they reconvene on Monday, May 16. Trustee Villegas amended his motion to include the adjournment of this meeting. The Board approved the motion.

RECESS THE MEETING WILL RECONVENE ON MAY 16, 2011 AT 4:00 PM IN ROOM A218C

MAY 16, 2011 4:00 PM ROOM A218C

All Board members were present and the meeting continued with item 2.4.

2.4 Planning scenarios for reductions of expenditures 2011-12, 2012-13 and 2013-14 (Attachment 4)
2.5 History of equipment fund balance and utilization and estimated funding needs for equipment for 2011-12 (Attachment 5)
2.6 History of construction fund balance and utilization and estimated funding needs for construction and maintenance for 2011-12 (Attachment 6)

2.7 Overview of Measure V projects and budget (Attachment 7)

President Serban requested that the Board allow her to present the tentative budget that has been developed, review the assumptions and the scenarios that are being recommended and to be able to have a discussion regarding this information. President Serban reviewed with the Board Scenario 5, the reduction in revenues and expenditures and what that would entail.

President Serban reviewed with the Board the history of the construction fund and the equipment fund and why the figures noted in the tentative budget are being used. Also reviewed was the program review process and how it is being used to replace what is needed.

2.8 The importance of maintaining enhanced funded certificate/diploma programs (Attachment 8)

2.9 Brief overview of non-credit education (Attachment 9)

President Serban reported that that these two attachments were included to provide the justification for Scenario 5 regarding the value of non-enhanced noncredit, they both have value and they both contribute in different ways. These two items were included for information only.

2.10 Assumptions for development of the 2011-12 tentative budget (Attachment 10)

Vice President Sullivan highlighted the assumptions used for the development of the tentative budget based on Scenario 5. This would be using the $6.8 million reduction in the general fund revenues to be phased in over a three-year period starting 2011-12. Mr. Sullivan reviewed the revenue and expenditures for the year.

2.11 Request by member of the public to place matters directly on a Board agenda pursuant to AP 2340: Item requested by Cathie McCaomin: ACES Report on the Importance of Maintaining Non-Credit, Non-Enhanced CE Classes. Presentation by Associated Continuing Education Students (ACES) members on the importance of maintaining non-credit, non-enhanced continuing education classes. These classes are important for the emotional, physical, mental and economic well-being of their students, meet state requirements and are a significant cultural, social and economic resource to the entire community (Attachment 11).

3. RECESS. THE MEETING WILL RECONVENE ON MAY 16, 2011 AT 4PM IN ROOM A218C

MAY 16, 2011 4PM ROOM A218C

4. STUDY SESSION

THE FOLLOWING ITEMS WERE FOR DISCUSSION AND NO ACTION WAS TAKEN ON THEM AT THIS MEETING:

4.1 Proposed Tentative Budget for 2011-12 (Attachment 12)

Leslie Griffin, Controller, reviewed the proposed tentative budget for 2011-12 that is being proposed that was derived from all of the various assumptions and projections discussed. The first column provided the projected actual for 2010-11 and it is currently estimated that there will be an excessive revenue over expenses, about half-a-million. That would leave a $22 million
fund balance that would be pulled forward to start the next year. The next column was the tentative budget for 2011-12, Ms. Griffin reviewed the projections for the budget and it was noted that the projection is that there will be a deficit of $7.9 million.

Ms. Griffin reviewed the restricted general funds. With the restricted general fund, monies are received from third parties that restrict the college as to what can be done with those funds, so revenues and expenses are equal and there is no excess or deficit.

The General Fund balance was reviewed and it was noted that the estimated balance for June 2012 should be $14.4 million. The next item reviewed were the intra-fund transfers that show what is going in and what is going out. Ms. Griffin provided an explanation on the deferral payments and how those are paid by the State. The remaining funds were reviewed by Ms. Griffin with the Board.

4.2 Projection of the unrestricted general fund and ending balances through 2013-14 (Attachment 13)

Mr. Sullivan reviewed the unrestricted general fund and ending balances in this document.

President Serban stopped the discussion at this point and asked that the Board provide some feedback regarding what they have heard so far. Trustee Macker provided a presentation that she and Trustee Croninger developed after receiving the tentative budget. The charts included graphs to show actuals and budgeted information. These graphs were being presented to help the Board make their decision on the tentative budget. It was noted that all of the information used in these charts were taken from the budget documents that had been provided. After the discussion regarding the tentative budget the Board concurred that the Tentative Budget for 2011-12 will move forward without the $6 million for Drama/Music. Further discussion on this item will take place at future meetings.

4.3 Projection of the impact on ending balances, general fund reserve, equipment fund and construction fund through 2014-15 (Attachment 14) – item was not discussed.

4.4 Fee structure for fee-based community service classes in Continuing Education (Attachment 15) - item was not discussed.

4.5 Board Policy 5270 Financial Aid (Attachment 16) – was taken out of order and presented at the May 12, 2011 study session.

4.6 Administrative Procedure 5270 Financial Aid (Attachment 17) - was taken out of order and presented at the May 12, 2011 study session.

4.7 Clarification on question posed by Dr. Haslund about the bridge renovation and the Department of the State Architect (DSA) – This item was removed from this agenda.

4.8 Discussion of format of minutes and utilization of additional assistance to create the minutes given the significant increase in the number and length of Board related meetings (Handout will be provided at the meeting) – item was not discussed.
4.9 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.

These items were requested at a prior study session, the consensus of the Board was to discuss them at a future study session and have not yet been brought back for discussion at a study session:

4.9.1 BP 2430 Delegation of Authority to Superintendent/President – item was not discussed.

4.9.2 Review and discussion of BP 2715 Code of Ethics/Standards of Practice – item was not discussed.

Agenda items for next meeting:
- Fee structure for fee-based community service classes,
- Board CEO Communications-Proposed policy

5. ADJOURNMENT

Upon motion by Trustee Livingston, seconded by Trustee Villegas, the Board approved adjourning this meeting at 8:20 pm. The next Regular Meeting of the Board of Trustees will be held on Thursday, May 26, 2011 at 4:00 p.m. in Room A211.

APPROVED BY THE BOARD OF TRUSTEES ON January 9, 2014

President, Board of Trustees

Superintendent/President
Secretary/Clerk of the Board