MINUTES

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

Thursday, April 14, 2011

SPECIAL MEETING/STUDY SESSION
A218
4:00 pm

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

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, Vice President
Nicole Ridgell, 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
Kahn, Lauren
Mc Cammon, Cathie
Stark, Dr. Lynne, President IA
Zuniga-Lomeli, Sonia

1.3 WELCOME

President Haslund extended a cordial welcome to all.

1.4 HEARING OF CITIZENS

Speakers at this meeting were:
Emily Allen
Lauren Kain
Anne Sprecher

1.5 MINUTES OF THE SPECIAL MEETING OF JANUARY 13, 2011 AND MARCH 2, 2011

Upon motion by Trustee Livingston, seconded by Trustee Macker, the Board approved the minutes of the special meeting of January 13, 2011. Trustee Croninger and Trustee Blum abstained.

Upon motion by Trustee Blum, seconded by Trustee Croninger, the Board approved the minutes of the special meeting of March 2, 2011.

1.6 Administrative Procedure 2435: Evaluation process for the Superintendent/President (Attachment 1)

President Haslund reported that this came about because a process by which to evaluate the Superintendent/President was needed. After discussion with Superintendent/President Serban it was determined that in all fairness the Board shouldn’t come up with new performance review objectives at this time, as new ones should have been established last July. The decision was to go ahead with the procedure that was used in the previous evaluation.

Superintendent/President Serban provided information on how the last evaluation was conducted and the information was sent to the Board. President Haslund took that information and developed a rough outline which was submitted back to Superintendent/President Serban and what came out of that document is attachment 1 of the agenda, which is an administrative procedure. From that outline President Haslund developed and distributed at the meeting a document that could serve in the evaluation process for this year. It is essentially the same process used last year with some notes from President Haslund and corrections by Superintendent/President Serban.

Noted corrections were:
• #5 should read Contract Extension, not Contract Renewal
• #1 the institution-wide priorities were established in September 2010 and Superintendent/President Serban emailed them to the Board.
• #3 the 4th bullet should read: There were significant issues for the college as a whole from the concluded academic year that have implications for the next academic year.
• #4 the evaluation meeting has been scheduled, so it is not early June.
• #4 Superintendent/President Serban agreed to the wording regarding the 10 working days and also added that she be given 10 business days from the receipt of the document to provide her written response, if she chose to provide one.

Superintendent/President Serban pointed out the language that was in attachment 1, item number nine regarding the Superintendent/President's evaluation, and any written documents be placed in the personnel file should be in a sealed envelope marked to be accessed only by current members of the Board and the Superintendent/President.

Superintendent/President Serban provided information regarding the ad-hoc committee mentioned in attachment 1 and the purpose for the formation of this committee.

President Haslund reported that the date for the Superintendent/President's evaluation had been scheduled for May 18, 2011.

Discussion took place regarding whether the administrative procedure should be made part of Board Policy 2425. President Haslund suggested that this be placed on a future study session agenda, perhaps June or July for further discussion.

1.7 Evaluation process for the Board of Trustees (Attachment 2)

President Haslund reported that he wasn't going to recommend that the evaluation form be changed this year. Trustee Croninger noted that there should be some changes made to next year's form and would like to see a broader assessment with input from stakeholders, the community, donors, and the Foundation regarding how the Board is doing its job.

Superintendent/President Serban noted that since there would be no changes made to the form that she would be sending the Board members the evaluation form and asked that the board members return it to her two weeks from today. She will summarize the information and present it for discussion at the May study session.

Superintendent/President Serban reported that there were some changes being recommended to BP 2745 Board Self Evaluation. The changes are underscored in the attachment and it was also recommended that the first bullet sentence be changed to read "An ad hoc committee of the Board, no later than December, will determine the instrument or process to be used in the board's self-evaluation."

Upon motion by Trustee Croninger, seconded by Trustee Blum, the Board approved the recommended changes to this board policy.

1.8 Changing the May 16, 2011 Board Fiscal Committee to a second Board Study Session in May 2011 in order to move forward the budget development process for the 2011-12 tentative budget.

Superintendent/President Serban recommended that the May 16, 2011 fiscal meeting be changed to a Board Study Session. The need for further discussion on the budget requires the need for another meeting of the entire Board and this would be taking advantage of an existing meeting. All Board members concurred that this meeting could be changed.
Upon motion by Trustee Livingston, seconded by Trustee Croninger the Board adjourned to study session.

2. STUDY SESSION

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

2.1 Analysis of actual expenditures per credit and non-credit FTES 2007-08, 2008-09, and 2009-10 (Attachment 3)

Superintendent/President Serban reported that this analysis was prepared as a result of a request by Trustee Macker. Leslie Griffin, Controller, developed the analysis and presented it at the fiscal meeting. Vice President Sullivan presented the analysis at this meeting. Discussion took place on categorical backfill, international students, and online classes. Trustee Macker thanked Business Services for all of their work on putting this information together and for their support during this budget process.

2.2 Planning scenarios for reductions of expenditures 2011-12, 2012-13 and 2013-14 (Attachment 4)

Superintendent/President Serban presented to the Board the scenarios that she developed as possible reduction models. The scenarios provided a look at what would happen if revenues were cut by $6.8 million or $10.5 million. Superintendent/President Serban reviewed each of the scenarios and explained that these reductions would be phased in over a 3 year period to make them more manageable.

Superintendent/President Serban requested that at the May 12 Study Session that the Board provides a consensus of which scenario the Board would support. Superintendent/President Serban also noted that she would also present at the study session a refined version of each of the scenarios and what affect they each would have on the reserves.

2.3 The importance of maintaining enhanced funded certificate/diploma programs (Attachment 5)

Dr. Ofelia Arellano provided an overview of what enhanced funding means and what courses are being offered under the enhanced category and how it is related to Senate Bill 361 that requires enhanced funded classes be part of a sequence of courses that leads to completion of a state approved certificate program. It was noted that reducing enhanced funded FTES means the eliminations of some of the certificate programs, reduced high school diploma offerings, etc. Dr. Arellano wanted the Board to have this information as it makes its budget decisions.

2.4 Continuing Education curriculum compliance (Attachment 6)

Norma Eggli provided information on the curriculum inventory review taking place in Continuing Education and the work taking place to bring courses into compliance.

2.5 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.

- Comprehensive review of international students, the number of these students currently enrolled, the cost/benefit analysis for serving international students, the potential additional income that could be derived from serving more of these students, and the factors needed to make an informed decision on whether or not to expand this program.
• Comprehensive review of online and non-resident students asking the same questions as those noted for international students.

• Discussion of the Charter for Compassion that was presented by Lauren Kahn during Hearing of Citizens.

• Review of board policies regarding Board/CEO communications and code of ethics.

• Discussion of minutes and would like to see this on the board meeting agenda of 4/28/11.

• Discussion of a hiring chill.

President Haslund reported that Trustee Macker, Trustee Croninger and Trustee Blum would serve on the Community Relations Committee and would be chaired by Trustee Macker. Their first task would be to develop plans for the community budget forum and they will bring to the Board what they develop.

3. ADJOURNMENT

Upon motion by Trustee Villegas, seconded by Trustee Croninger, the Board approved adjourning this meeting. The next Regular Meeting of the Board of Trustees will be held on Thursday, April 28, 2011 at 4:00 p.m. in A211.

APPROVED BY THE BOARD OF TRUSTEES ON April 12, __________ 2012

[Signatures]

President, Board of Trustees

[Signature]

Superintendent/President
Secretary/Clerk of the Board