MINUTES

BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

REGULAR MEETING

Thursday, December 13, 2012
4:00 pm

Room A-211
in the
MacDougall Administration Center
Santa Barbara City College
721 Cliff Drive

This room is wheelchair accessible. The following services are available when requests are made by 4:00 p.m. of the day before the Board 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 District Office is located at 721 Cliff Drive, Santa Barbara, CA 93109. 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 Board meeting) are available for public inspection.

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

The Board may consider and act on an agenda item in a different order. All persons interested in an item listed on the agenda are advised to be present throughout the meeting to ensure that they are on hand when the item is called.

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
Veronica Gallardo
Peter Haslund
Marianne Kugler
Lisa Macker
Craig Nielsen
Ashley Jeter, Student Trustee (left at 6:03 p.m.)

Management present:
Dr. Lori Gaskin, Superintendent/President and Secretary Clerk to the Board of Trustees
Pat English, Interim Vice President, Human Resources
Dr. Jack Friedlander, Executive Vice President Educational Programs
Dr. Ofelia Arellano, Vice President Continuing Education
Joseph Sullivan, Vice President Business Services
Dr. Paul Bishop, Vice President Information Technology

1.3 WELCOME

President Haslund extended a cordial welcome to all present.

1.4 ITEMS TO BE TAKEN OUT OF ORDER

a. Assumption of Office of Governing Board (Item 2.1)
b. Swearing in of Student Trustee (Item 2.2)
c. Election of President and Vice President and Secretary of the Board of Trustees (Item 2.4)

1.5 HEARING OF CITIZENS

No citizen expressed a wish to address the Board.

1.6 RECOGNITIONS - NONE

1.7 MINUTES OF THE REGULAR MEETING OF NOVEMBER 8, 2012

Upon motion by Trustee Macker, seconded by Trustee Haslund, the Board approved the minutes of the regular meeting of November 8, 2012. Trustees Gallardo, Kugler, Nielsen and Jeter abstained.

1.8 COMMUNICATIONS

The following reports were presented to the Board of Trustees about various matters involving the District. No action was taken unless listed on a subsequent agenda.

a. REPORT BY ACADEMIC SENATE

Dr. Nevins thanked Dr. Haslund for all he did during his term as President of the Board during this last year and welcomed the three new board members. Kathy Brown from the bookstore spoke with the Academic Senate regarding the importance of faculty members getting their book orders in on time and how this affects the cost of books. The Academic Senate continues to discuss Board Policy and Administrative Procedure 4160, Establishing, Modifying, or Discontinuing Programs. The discussion included program
vitality, program discontinuance, new program development, and program modification. The academic calendar this year provided a very spirited discussion and it was decided that the calendar would be approved; however, they will be having a deeper conversation on this topic in the coming year. The Academic Senate was interviewed by Dr. Eva Conrad, who is working on the college’s mission statement.

b. REPORT BY ASSOCIATED STUDENTS - Geneva Sherman

Ms. Sherman reported the following: It has been a very busy semester for the Associated Student Body, they elected a new student trustee, Ashley Jeter. They were also interviewed by Dr. Eva Conrad, which allowed them to provide their input to the college’s mission statement. Das Williams attended their meeting in November and it was a very successful and exciting meeting. The Student Senators next semester will have office hours so that students can come in and express their concerns, provide comments, or get answers to their questions. The Student Senate will continue with their fundraising efforts in the coming semester. Several ad hoc committees have been formed in an effort to reach out more to the community. One of the committees is a fundraising group who will be reaching out to various foundations in the community and provide community service.

c. REPORT ON CLASSIFIED EMPLOYEES - Liz Auchincloss

The Classified Consultation group met a couple of times since the last board meeting. The Consultation group was also interviewed by Eva Conrad regarding the mission statement. Some of the members of this group including the CPC members will participate in the CPC retreat. President Gaskin attended one of the meetings and spoke about the Accreditation Task Force report. Ms. Auchincloss also noted that on the agenda today is the ratification of the classified employee’s contract. They have been in negotiations for a little more than a year now, and wanted to thank the district’s team Pat English and Joe Sullivan and Bruce Barsook and the members of her team.

d. REPORT FROM SUPERINTENDENT/PRESIDENT - Dr. Lori Gaskin

1. Thanked Dr. Haslund for his leadership as President of the Board of Trustees and welcomed the three new board members.
2. Announced that Dr. Ofelia Arellano, Vice President of Continuing Education, will be leaving to go to a sister college and thanked her for her work at the college.
3. Reported that the Continuing Education Scholarship Committee met recently for winter quarter scholarships. There were 125 applicants and 125 CE students were awarded scholarships for a total of $9,700.
4. The study abroad programs selected for academic year 2013-14 are:
   - Rome, Italy-Film production taught by Michael Stinson, Film and Television.
   - Cape Town, South Africa-Intergroup and Interpersonal Communications, taught by Carrie Hutchinson in Communications
5. Welcomed Ashley Jeter, the new student trustee and, thanked Allison Curtis and her staff for their work with the Student Senate.
6. Thanked Liz Auchincloss and the classified staff and Dean Nevins and the faculty, all of the administrators for an exceptional fall semester.
c. REPORT FROM BOARD MEMBERS/COMMITTEE CHAIRS

Trustee Macker reported on the Fiscal meeting: The new edited, modified, and updated budget calendar was reviewed, this will be incorporated with the new zero based budgeting that has been discussed. The quarterly report and the audit were reviewed; these two items are being presented in today’s agenda for approval.

Trustee Blum reported that the Facilities meeting was canceled and she had nothing to report.

Trustee Croninger reported on the Ed Policies meeting: Dean Nevins provided a presentation on the program vitality policy. Robert Else and Jordan Morris provide a presentation on program review and the process of how it works.

1.9 REPORTS/INFORMATION

President Gaskin reported that since we have new board members this was an opportunity to review certain legal standards under which Board members function as a Board of Trustees. Craig Price, Legal Counsel, provided a summary and synopsis on the Brown Act and the California Public Records Act.

b. Reorganization: Human Resources and Administrative Services
President Gaskin reported that this was a follow-up to a presentation made regarding two key reorganization within the college. This was brought through participatory governance and with the feedback received from the College Planning Council (CPC) one change was made. The decision was made to integrate the Emergency Response and Preparedness effort into Joe Sullivan’s area of responsibility, rather than have it as a standalone position. That is the only change that was made to this item from its earlier version.

1.10 ITEMS FOR FUTURE BOARD CONSIDERATION

2. GOVERNING BOARD
2.1 Assumption of Office of Governing Board

President Haslund administered the Oath of Office to Veronica Gallardo, Marianne Kugler, and Craig Nielsen.

2.2 Swearing In of Student Trustee

President Haslund administered the Oath of Office to Ashley Jeter, Student Trustee.

2.3 Election of President and Vice President and Secretary of the Board of Trustees

Upon motion by Trustee Croninger, seconded by Trustee Macker, the Board approved the selection of Marty Blum as President of the Board of Trustees.

Upon motion by Trustee Croninger, seconded by Trustee Haslund, the Board approved the selection of Lisa Macker as Vice President of the Board of Trustees.
Upon motion by Trustee Haslund, seconded by Trustee Macker, the Board approved the selection of Lori Gaskin as Secretary of the Board of Trustees.

2.4 Establishment of the Santa Barbara Community College District’s Annual Organizational Meeting for 2013.

Upon motion by Trustee Haslund, seconded by Trustee Macker, the Board approved the establishment of the Annual Organizational meeting to be held on December 12, 2013.

2.5 Establishment of 2013 Meeting Dates, Time and Place for Regular Board Meetings of the Board of Trustees.

Upon motion by Trustee Haslund, seconded by Trustee Nielsen, the Board approved the establishment of 2013 Meeting Dates, Time and Place for Regular Board meetings of the Board of Trustees.

2.6 Establishment of Standing Committees of the Board of Trustees for 2013.

Alternates were appointed to each of the committees and it was also noted that the President of the Board will be serve as alternate should the alternate of the committee not be available.


Upon motion by Trustee Haslund, seconded by Trustee Nielsen, the Board approved the establishment of the Standing Committees of the Board of Trustees for 2013 and their alternates.

2.7 Appointment of Representative and Alternate to the County Committee on School District Organization.

Upon motion by Trustee Croninger, seconded by Trustee Macker, the Board approved the appointment of Trustee Haslund as the representative and Trustee Kugler as the alternate to the County Committee on School District Organization.

2.8 Appointment of Member to the Citizens’ Oversight Committee

Upon motion by Trustee Macker, seconded by Trustee Haslund, the Board approved the appointment of Michael Just, as Senior Citizen Organization Representative.

2.9 Revision to Board Policy/Administrative Procedures - Chapter 1: The District

President Gaskin reported that this was the first reading of revisions and updates to Chapter 1. The Board will be asked to adopt Board Policy 1200 Mission, knowing that the college is in the process of likely revising it and it will be brought back once it goes through the mission statement project. This item will come back to the Board for approval at the
January board meeting.

3. SUPERINTENDENT/PRESIDENT

4. HUMAN RESOURCES & LEGAL AFFAI RS – Pat English, Interim Vice President Human Resources

4.1 Human Resources Consent Items:
   a. Human Resources: Actions Involving Permanent Personnel
   b. Human Resources: Actions Involving Adjunct Faculty
   c. Human Resources: Actions Involving Experts and Volunteers
   d. Human Resources: Actions Involving Stipends for Faculty
   e. Human Resources: Actions Involving Temporary Short-Term and Student Personnel

Keiko Tanabe name was removed from Experts and Volunteers (4.1c).
Upon motion by Trustee Haslund, seconded by Trustee Croninger, the Board approved the Human Resources consent items.

4.2 Human Resources Action Items:
   a. 2010-12 Instructors’ Association Agreement

Upon motion by Trustee Haslund, seconded by Trustee Kugler, the Board approved the 2010-12 Instructors Association Agreement.

b. 2012-15 CSEA Agreement

Upon motion by Trustee Macker, seconded by Trustee Croninger, the Board approved the 2012-15 CSEA Agreement.

c. Health and Welfare Contribution for Teamsters Union, Local 186

d. Health and Welfare Contribution for Management Employees

e. Health and Welfare Contribution for Confidential Employees

Upon motion by Trustee Haslund, seconded by Trustee Macker, the Board approved the Health and Welfare Contributions for Teamsters Union, Local 186, Management Employees and Confidential Employees.

5. EDUCATIONAL PROGRAMS – Dr. Jack Friedlander, Executive Vice President

5.1 Modification of the 2012-13 Academic Calendar

Upon motion by Trustee Gallardo, seconded by Trustee Nielsen, the Board approved the modification of the 2012-13 Academic Calendar.

5.2 2013-14 Academic Calendar

Upon motion by Trustee Macker, seconded by Trustee Nielsen, the Board approved the 2013-14 Academic Calendar.

5.3 Course Modifications and Removal of Course Plus Hours
Upon motion by Trustee Haslund, seconded by Trustee Croninger, the Board approved the course modifications and removal of course plus hours.

6. CONTINUING EDUCATION – Dr. Ofelia Arellano, Vice President, Continuing Education

6.1 Continuing Education New Courses

Upon motion by Trustee Kugler, seconded by Trustee Croninger, the Board approved the new Continuing Education courses.

6.2 Continuing Education State Funded Courses and Certificates

Upon motion by Trustee Macker, seconded by Trustee Haslund, the Board approved the Continuing Education state funded courses and certificates.

6.3 Conversions of Non-Credit, Non-Enhanced Courses to Fee-Based in Spring 2013

Upon motion by Trustee Macker, seconded by Trustee Haslund, the Board approved the conversions of non-credit, non-enhanced courses to fee-based in spring 2013.

7. BUSINESS SERVICES – Joe Sullivan, Vice President Business Services

7.1 BUSINESS CONSENT ITEMS

Item k was removed from the consent items.

Upon motion by Trustee Macker, seconded by Trustee Kugler, the Board approved the Business Services consent items a-j.

a. Ratification of Purchase Orders
b. Register of Warrants
c. Quarterly Report for Quarter Ending 9/30/12
d. Disposal of Surplus Equipment
e. Financial Aid Media Campaign Contract
g. Professional Services Agreement for Architectural Services for the West Campus Classroom and Office Building
h. Professional Services Agreement for Project Management Services for the West Campus Classroom and Office Building
i. Notice of Completion: Luria Conference and Press Center
j. Amendment of Professional Services Agreement – DLR Group
k. Audit Report Fiscal Year Ending 6/30/12

Allen Eschenbach, Glenn Burdette Attest Corporation, provided an overview of the work performed and the outcome conclusions on the audit report. Upon motion by Trustee Haslund, seconded by Trustee Macker, the Board approved the audit report for fiscal year
ending 6/30/12.

7.2 BUSINESS ACTION ITEMS

a. Resolution No. 23 (2012-13) Budget Transfers between Major Objects

Upon motion by Trustee Macker, seconded by Trustee Haslund, the Board approved Resolution No. 23, Budget Transfers between Major Objects. The vote follows:

Ayes: Trustee Blum, Trustee Croninger, Trustee Gallardo, Trustee Haslund, Trustee Kugler, Trustee Macker, Trustee Nielsen

Noes: None

Absent: Trustee Jeter, Student Trustee

b. Resolution No. 24 (2012-13) Augmentation of Revenue

Upon motion by Trustee Macker, seconded Trustee Croninger, the Board approved Resolution No. 24, Augmentation of Revenue. The vote follows:

Ayes: Trustee Blum, Trustee Croninger, Trustee Gallardo, Trustee Haslund, Trustee Kugler, Trustee Macker, Trustee Nielsen

Noes: None

Absent: Trustee Jeter, Student Trustee

c. Resolution No. 25 (2012-13) Transfer from Ending Balance

Upon motion by Trustee Haslund, seconded by Trustee Croninger, the Board approved Resolution No. 25, Transfer from Ending Balance. The vote follows:

Ayes: Trustee Blum, Trustee Croninger, Trustee Gallardo, Trustee Haslund, Trustee Kugler, Trustee Macker, Trustee Nielsen

Noes: None

Absent: Trustee Jeter, Student Trustee


Upon motion by Trustee Croninger, seconded by Trustee Macker, the Board approved Resolution No. 26, Santa Barbara County Authorized Signature Forms and Governing Board Delegation of Powers/Duties. The vote follows:
Ayes: Trustee Blum, Trustee Croninger, Trustee Gallardo, Trustee Haslund, Trustee Kugler, Trustee Macker, Trustee Nielsen

Nees: None

Absent: Trustee Jeter, Student Trustee

7.3 INFORMATION ITEM

a. Budget Development Timeline for 2013-14 Tentative and Adopted Budget

Vice President Sullivan reported that this was an information item only to provide the Board with a schedule for 2013-14 budget development.

8. INFORMATION TECHNOLOGY—NONE

9. CLOSED SESSION -NONE

10. ADJOURNMENT

Upon motion by Trustee Haslund this meeting was adjourned in honor of Dr. Charles Hanson, retired Business Manager. The next Regular Meeting of the Board of Trustees will be held on Thursday, January 24, 2013 at 4:00 p.m. in A211.

APPROVED BY THE BOARD OF TRUSTEES ON January 24, 2013

Marty Blum
President, Board of Trustees

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