MINUTES

MEETING OF THE BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

May 14, 2009

SPECIAL MEETING/STUDY SESSION
Room A-218
3:30 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 Alexander called the meeting to order.

1.2 ROLL CALL

Members present:
Dr. Kathryn Alexander, President
Mrs. Sally Green
Mr. Morris Jurkowitz
Ms. Joan Livingston
Mr. Des O'Neill
Mr. Luis Villegas
Mr. Sean Knotts, Student Trustee

Member absent:
Dr. Joe Dobbs, Vice President

Others present for all or a portion of the meeting:
Dr. Andreea M. Serban, Supt/President and Secretary Clerk to the Board of Trustees
Alarcon, Ignacio, President Academic Senate
Auchincloss, Liz, President CSEA
Dr. Bishop, Paul, VP Information Tech
Ehrlich, Sue, VP HRLA
Dr. Friedlander, Jack, Executive VP Ed Prgms

Galvan, Joan, PIO
Griffin, Leslie, Controller
Hendricks, Julie, Director Facilities
Scharper, Alice, Dean Ed Programs
Shapiro, Janet, DSPS
Spaventa, Marilyn, Dean Ed Programs          Sullivan, Joe, VP Business Services
Dr. Stark, Lynne, President IA

1.3 WELCOME

President Alexander extended a cordial welcome to all.

1.4 MINUTES OF THE SPECIAL MEETING OF APRIL 9, 2009

Upon motion by Mr. O’Neill, seconded by Mr. Jurkowitz, the Board approved the minutes of the special meeting of April 9, 2009.

1.5 HEARING OF CITIZENS

No citizen expressed a wish to address the Board.

Upon motion by Mr. O’Neill, seconded by Ms. Livingston, the Board approved adjourning to study session.

2. STUDY SESSION

2.1 Institutional Self Study for Reaffirmation of Accreditation – Almost Final Draft

Superintendent/President Serban reported that the agenda attachment was draft #7 “Almost Final” copy of the institutional self study. Draft 4 was presented at the March study session and significant additional work has taken place since then. The reason this is the almost final draft is because there are some additional comments that were received that need to be incorporated and some editing that still needs to take place. The sections included in the self study are the sections required for the accrediting commission and all of the sections are now completed. Thanked all of the individuals who helped put this document together. More than 80 employees and students were involved in the development of the self study. This document is a great acknowledgement of the tremendous work that the college has done and the many good things that are happening on campus. Even though there are a few areas that need some work, overall Superintendent/President Serban feels we are in great shape for the accreditation visit. There will be additional forums scheduled in August and September and a study session on the self study and the accreditation visit will be held in September to refresh the Board on what will take place during the accreditation team visit. Even though many people helped to write the various standards, the lead person from each standard was invited to attend today to provide a very brief overview of their standard and to answer any questions the Board may have. On May 20 the document will be finalized so that the final document will be ready for Board approval at the May 28 board meeting. Dr. Alexander congratulated Superintendent/President Serban on the wonderful introduction she wrote for the self study.

Brief presentations were given by the lead standard editors, as follows:
- Dr. Jack Friedlander, Standard I: Institutional Mission and Effectiveness
- Marilyn Spaventa, Standard IIA: Instructional Programs
- Dr. Alice Schaper, Standard IIC: Library and Learning Support Services
- Sue Ehrlich, Standard IIIA Human Resources
- Julie Hendricks, Standard IIIB Physical Resources
- Leslie Griffin, Standard IIID Financial Resources
- Dr. Andreea M. Serban, Standard IV Leadership and Governance

Superintendent/President Serban reported that after the accreditation report is submitted to the
Accrediting Commission, because there is a lag time from the time the report is submitted to the time of the actual visit, a written memo will be submitted to provide the team with an update of what has taken place on campus since the report was submitted. The team chair will conduct a campus pre-visit about three weeks in advance and will meet with the Superintendent/President and will ask if anything significant has taken place that the team will need to know about before the visit. Superintendent/President Serban reported that she has some concerns with regard to the composition of the team. The team chair should, preferably, be a Superintendent/President of a single college district, the team members should know about continuing education, as we have a large continuing education division and the team members should be familiar with the coastal area environment.

2.2 Program Review

a. ACCJC April 2003 Newsletter What Accreditors Expect from Program Review

Superintendent/President Serban reported that this attachment was provided so that everyone understood the reasons why the college had to revise the existing program review approach and also the reason why there needs to be operational program reviews. The new standards were approved in June 2002 and in April 2003 the Accrediting Commission published in a newsletter an article of “What Accreditors Expect from College Program Reviews.” In the article they make it very clear what is expected from the program reviews. There have been program reviews done at the college in the past, however, they did not meet all of the requirements in terms of content and evaluation and they did not include the component that relates to resource requests thus not having the needed link to planning and budgeting.

b. ACCJC Rubric for Evaluating Planning, Program Reviews and Student Learning Outcomes

Superintendent/President Serban reported that this rubric has been created by the Accrediting Commission. Accreditation teams are trained using this rubric and they are required to check whether the college has achieved the sustainable continuous quality improvement level for planning and program reviews. There needs to be a clear link between institutional planning, budgeting and program reviews. The sustainable continuous quality improvement section in Part 1 Program Review and Part 2 Planning need to be in place and Part 3 Student Learning Outcomes needs to have achieved the development stage. By 2012 the College must have completed the proficiency stage. The requirements for student learning outcomes are not as stringent as for program review and planning because the student learning outcomes were introduced in the 2002 standards, as opposed to program review and planning that have been in the standards for the last 15 years. Superintendent/President Serban placed this item on the agenda so that everyone understood the requirements and to also make it clear that they are the reason for some of the work we did this year. The templates and approach developed have proven to work and colleges that have used them have received commendations for their program review and linking program review to planning and budgeting, which is very rare, because most colleges are receiving sanctions because they don’t have these requirements in place.

c. BP 4170 Program Review

d. AP 4170A Administrative Procedure Instructional Program Review

e. AP 4170B Administrative Procedure Faculty-led Student Services Program Review

f. AP 4170C Administrative Procedure Operational Program Review

Superintendent/President Serban reported that policy BP 4170 Program Review has been through the consultative process and has been approved by the Academic Senate and the College Planning Council. This policy was being worked on since August 2008, before the
Board Policy and Administrative Procedure (BPAP) committee was formed, so it did not go through that group. The policy also has 3 administrative procedures; AP 4170A are the procedures used by the instructional departments, AP 4170B are the procedures used by the faculty-led student services program review and AP 4170C are the procedures used by the operational units. These three procedures cover all of the units at the college, every unit/department completed the resource templates. Operational units completed the entire programs reviews by December 2008. Instructional departments and faculty-led student services are in the final stages of completing their full program reviews by the end of May. This will show that the College has completed a full program review with this new approach; however, we haven’t been through a full cycle where we have seen the result of linking the resource allocation component to an actual budget that has been developed based on the component. This year’s challenge has been to develop a framework and because the budget cuts will not allow us to implement the component fully, it will be important to show the accreditation team that we have the framework in place and we are trying to implement it.

Dr. Alexander noted that she felt that the Board should discuss the procedures with the BPAP committee before they are approved by the Board. Superintendent/President Serban reminded the Board that they do not approve administrative procedures that they only approve policies. Dr. Alexander asked where that was written. Superintendent/President Serban reported that this topic had been discussed previously and that it is also one of the planning agendas in the self-study in various standards. One of the key requirements is that we work to separate policies from procedures and the procedures will be presented to the Board as an informational item at future study sessions for their review. Dr. Alexander understands that these two items need to be separated, as there are clearly policies in the manual that need to have the procedures separated, but the policies have been placed in the manual after lots of Board discussion and she felt that the BPAP process should include discussion with the Board regarding procedures and also their approval by the Board. Superintendent/President Serban noted that policies do go to the Board for approval and procedures come as informational items at study sessions for review and discussion only, they don’t come to the Board for approval. This is a key requirement of the accreditation standard and it’s a key direction that the Community College League has tried for many years to get colleges and districts to follow. Vice President Ehrlich explained to the Board that procedures need to be more fluid and to reflect the day to day operations of the college. She suspects that one of the reasons that some of the very dense policies have not been brought for Board approval or review in many years is because there is a lot of operational and process language in them and to have to get that to the Board for approval can actually slow down staff’s ability to operate. Administrative procedures still go through the consultative processes and the BPAP committee is more like a clearinghouse and they would recommend when a procedure may need to be developed or note when a policy is missing and advise the appropriate group. The BPAP committee would be available for consultation and their role would be to make sure that policies and procedures go through the appropriate consultation processes before being presented to the Board.

2.3 BP 2410 Board Policy and Administrative Procedure

This policy was added to the above discussion. Dr. Alexander requested that the wording of the third paragraph be changed to reflect that proposed changes or additions be introduced at a study session of the Board prior to the meeting when it will be approved. This way discussion can take place with all of the board members present. Dr. Alexander stated that she wants the Board to be able to discuss the procedures that BPAP will be reviewing and she wants to make sure that the administrative procedures come back to the Board for approval. Superintendent/President Serban disagreed with this statement because the problem is that staff is trying to correct a problem that the college has had for
many years, which is that procedures are co-mingled with policies. Vice President Ehrlich explained to the Board that paragraph five of BP 2410 is appropriate because if procedures are brought to the Board as information items and they contradict the intent of the policy that should trigger a discussion by the Board, perhaps the policy wasn’t understood, or the policy was not clear and that would be the time to clarify any issues. Vice President Ehrlich also explained that the Board had approved a number of policies this year that gave the Superintendent/President authority to start flushing out some of the procedures and they will be reviewed in consultation and will be presented to the Board as informational items.

Trustee Villegas stated that he was happy with the way the paragraph was written and didn’t feel that it should be changed. Dr. Alexander stated that from the conversation that has taken place at this meeting, she has sensed that the Board is in consensus to leave BP 2410 as is and to make the one change in paragraph three to state that proposed policy changes or additions should be introduced at a study session for discussion before it goes to a board meeting for approval. Board members concurred and understood that procedures will not be brought to them for approval.

2.4 Assumptions Used for the Development of the 2009-10 Tentative Budget to be Approved at the June 25, 2009 Board Meeting

Superintendent/President Serban recommended that this item be placed on the next study session agenda since the assumptions will need to be updated with the new information that was received from the state today. Superintendent/President Serban will email the new information she received regarding the budget to the Board.

Vice President Sullivan provided some highlights on the information received this afternoon from the state on the Governor’s proposed cuts.

Current Year 2008-09:
- There will be an additional $115 million in deferrals on top of the amount that is already in place.
- Categorical cuts of $85 million which is 40-50% of the categorical program budget.
- Property tax short fall of $42 million.

Budget Year 2009-10:
- $221 million in across the board cuts to categorical programs
- Eliminate 1% enrollment growth. This is expected to go to 0% as the funding will go to categorical programs.

Cuts to community colleges are estimated to be either 15% or 12.5%. This is still in the process of negotiations and one of the most critical points is that the additional deferrals will be taken out of the 2009-10 budget. Our July payment will be reduced by the 08-09 reduction and on top of that the deferrals that we were supposed to receive in July will not materialize until there is a budget passed and there is very little hope that a budget will be passed on time. The Governor has stated that he will not support any tax increases in any proposals presented and if cuts are proposed an explanation will be required. Our cut will be about $10 million.

Superintendent/President Serban reported that an analysis will be conducted and the Board will be provided with new assumptions at the next study session.

2.5 Preliminary 2009-10 Budget – Unrestricted General Fund
This item was also deferred to the next study session.

2.6 Discussion of Proposed Items for Future Agendas of Board Meetings (regular meetings, study sessions, or committee meetings)

No items were proposed.

Upon motion by Mr. Villegas, seconded by Mrs. Green, the Board approved adjourning out of study session.

3. ADJOURNMENT

Upon motion by Mr. O'Neill, seconded by Mrs. Green, the Board approved adjourning this meeting. The next Regular Meeting of the Board of Trustees will be held on Thursday, May 28, 2009 at 4:00 p.m. in A211. A Study Session will be held on June 11, 2009 in A218.

APPROVED BY THE BOARD OF TRUSTEES ON ______________, 2009

Kathryn O. Alpenter
President, Board of Trustees

S. Wilson
Superintendent/President
Secretary/Clerk of the Board