MINUTES

MEETING OF THE BOARD OF TRUSTEES
SANTA BARBARA COMMUNITY COLLEGE DISTRICT

October 8, 2009

SPECIAL MEETING/STUDY SESSION
Room A-218
4:00 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

Vice President Dobbs called the meeting to order.

1.2 ROLL CALL

Members present:
Dr. Joe Dobbs, Vice President
Mrs. Sally Green
Mr. Morris Jurkowitz
Ms. Joan Livingston
Mr. Des O’Neill
Nicole Ridgell, Student Trustee

Members absent:
Dr. Kathryn Alexander, President
Mr. Luis Villegas

Others present for all or some of the meeting:
Dr. Andreea M. Serban, Supt/President and Secretary Clerk to the Board of Trustees
Ignacio Alarcon, President Academic Senate
Dr. Ofelia Arellano, VP Continuing Ed
Liz Auchincloss, President CSEA
Dr. Paul Bishop, VP Info Technology
Randy Bublitz, School Culinary Arts
Sue Ehrlich, VP Human Resources
Dr. Lynne Stark, President IA
Marilynn Spaventa, Ed Programs
Joe Sullivan, VP Business Services
The Channels
1.3 WELCOME

Vice President Dobbs extended a cordial welcome to all.

1.4 MINUTES OF THE STUDY SESSION OF SEPTEMBER 10, 2009

Upon motion by Ms. Livingston, seconded by Mrs. Green, the Board approved the minutes of the study session of September 10, 2009.

1.5 HEARING OF CITIZENS

No citizen expressed a wish to address the Board.

Upon motion by Mrs. Green, seconded by Mr. Jurkowitz, the Board approved adjourning to study session.

2. STUDY SESSION

2.1 Training on stand-alone courses

Superintendent/President Serban reported that Randy Bublitz, besides being the Dept Chair for the School of Culinary Arts, is also the Chair of the Curriculum Advisory Committee. Chef Bublitz is here today to provide a state required training with members of the Board. Superintendent/President Serban provided handouts for this presentation.

Chef Bublitz reported that stand alone courses are regular college credit courses that are not part of any degree or certificate program. At one time the Chancellor’s Office approved all courses that were not part of a degree or certificate program and one of the reasons they did that is that certain colleges were approving courses without using the same criteria used for regular courses. In 2007, the Chancellor’s Office decided to require training the colleges’ curriculum committees, Deans, Presidents, Vice Presidents, and the Board of Trustees such that all would be aware of what is required. The reason we have these courses is because stand alone courses provide learning for students in certain areas that they won’t normally get through the program, it could be to gain experiences to explore areas. Examples of such classes are:

- Counseling provides PD 100, College Success, a course that allows students to clarify their educational objectives and develop necessary to achieve them but there is no degree or certificate, so the students would take this course to help prepare them for success.
- Environmental Studies 200, which is not part of a degree program but allows students to get into specific projects and gain experience in sustainability.
- Culinary Arts provides a class CA202A Wines of Italy. Students expressed an interest in pursing this area further than the time spent in the wine appreciation course.

Title 5 Guidelines for the period of Fall 2007 through December 2012 will allow community college districts to approve and offer non-degree applicable credit courses and degree-applicable credit courses which are not part of an approved educational program without separate approval by the Chancellor, provided that the district complies with the requirements. The requirements are that all credit courses must be approved by the curriculum committee and the governing board. Title 5 also established criteria for all courses whether they are degree applicable or non-degree applicable or noncredit and the curriculum committee is in the process of looking at all courses. The effective practices that the curriculum committee follows are consistent with Title 5 Guidelines that includes making sure that stand alone courses are mission appropriate to the college, all stand alone courses are transferable in terms of college credit and some of them are actually course transferable, and they are open to all students with some guidelines as to appropriateness. The standards and criteria for courses are:
- courses provide measurement of student progress,
- determine adequate number of hours for student achievement of objectives
- involve critical thinking
- require independent study skills
- determine if prerequisite or co-requisite skills may improve student success
- level of learning is appropriate for type of course

Ms. Livingston asked how the committee determines whether a class has the right qualities and how do they determine if it's upper division or lower division. What things do they require in courses to make them credit courses?

Chef Bublitz responded that what they look for is a certain level of intensity, the course outline would provide the course objectives, learning objectives, and they also look at how the course is organized. They rely on the expertise of the members of the committee and courses are reviewed and discussed to make sure that they are rigorous enough. The committee also reviews the exercises for the course, how the course is being delivered such as lecture, demonstration, and discussions. They also look at what are the assignments, reading, tests, writing assignments, term papers and class projects. Title 5 also requires a class assignment. The expertise from the committee members is extensive and they bring a lot to the committee.

2.2 College-wide priorities for 2009-10 – Draft

Superintendent/President Serban reminded the Board that last year it was agreed that at the beginning of each year, college-wide priorities would be set for the year. In the self study there were 25 planning agendas identified that have to be completed, once they are in the self study the expectation from the accrediting commission is that most of them should have been addressed by the time the mid-term report is due and if they are not an explanation will need to be submitted to explain why. The college takes a great deal of responsibility when putting planning agendas in a self-study. Of the 25 planning agendas in the self study, 18 of them are to be completed in this year. We are working writing up, for the next CPC meeting an explanation of where are we with the planning agendas that were in the self study and it was noted that work has been completed on some of them. Superintendent/President Serban feels comfortable that of the 25, except for 3 or 4 of them that are somewhat more complex in nature, the rest will be completed within the time frame identified.

Superintendent/President Serban reviewed the handout dated October 6, 2009 and asked the Board if they felt she had captured the priorities for 2009-10, or if they had any items that they considered important that was not captured in this list, and if there are any they should let her know.

- Accreditation visit – Will take place October 19-22.
- Internal and external communication regarding impact of budget reductions and other pertinent information – Obviously there have been quite a few communications about the budget, campus wide emails and the budget forums. Communications will continue on the budget with the college community.
- Budget – Nothing new will be heard on the budget until January when the Governor will present the proposed budget for 2010-11. There is one critical item that will need to be dealt with and that is how are we going to deal with the categorical programs in 2010-11, 2011-12 and in the future, as the indication is that the budget will not improve until 2013-14.
- Emergency preparedness - Superintendent/President Serban felt that after going through the three fires last year, the observation is that our campus is not fully prepared to deal with emergencies. Our emergency preparedness manual is all organized on paper, but the truth is that when there is an emergency we are not prepared as a college community. We need to put something together that is easier to understand, especially with issues of communication and responsibilities. Encouraged the Board members to sign up for the Alert U communication system that was used during the recent fires, which is a quick way of communicating with staff and students. The Board was advised that the training that had been scheduled for the board had to be canceled and will be rescheduled at a future date.
- Planning agendas identified in the self study
- Complete SLO implementation cycle and the transition to eLumen
• Distance Education
• Increase student performance on each of the Student learning Achievement and Development outcome measures in the College Plan 2008-11.
• Establish benchmarks for assessment of workplace satisfaction.

The above four priorities are already incorporated in the planning agendas and they are part of our college plan goals, however, they are being highlighted here because they have been raised in time sensitivity this year.

• Measure V Projects will be a top priority for the next ten years.
• Banner 8 upgrade - This year there will be a major upgrade made to banner. This upgrade will require support from the entire college community.
• Preparation and application for a Title V grant – Last year, the College has achieved the Hispanic Serving Institution status which is very important because now we are able to apply for major federal grants. A consultant has been hired to help us prepare and apply for these very competitive grants.

2.3 Accreditation visit updates

2.3.1 Review of Standard IV Leadership and Governance Guide to Evaluating Institutions

Superintendent/President Serban handed out a brochure with information on the accreditation visiting team. It was noted that Dr. Jim Hottois, Team Leader for Standard IV, Dr. John Nixon, and Dr. Joseph Bielanski Jr. would be meeting with the Board on Tuesday, October 20 at 10:00 am. The other meeting that the Board should attend is the exit meeting on October 22, at 12:30 pm in the Interim Theater.

Superintendent/President Serban told the Board that they should read the self-study again, especially Standard IV and also because of our current budget crisis Standard IIIID. A portion of the Guide to Evaluating Institutions was provided as an attachment with this agenda. These questions are used when teams are trained for the accreditation visit.

2.4 Unrestricted General Fund Trend Analysis 2001-02 to 2008-09

Superintendent/President Serban reported that this item was discussed with the Fiscal Committee and is being brought to this meeting to provide the Board members with an update. This was reviewed last August as well and will be updated and reviewed every year. This is unrestricted general fund history and there is some good news and some bad news. As you may recall, the ongoing conversation has been how much of salaries, benefits and fixed costs are as of percentage of our revenue and the discussion revealed that we have been moving our way up to 90%, that is not good as this means that our discretionary portion gets tighter and tighter. Due to the measures taken in 2008-09, the percentage is at 86%, but it was achieved with great efforts and it's not sure that we will be able to maintain this in the coming year. Based on discussions with various groups Superintendent/President Serban reported that the ideal percentage to aspire towards is 85%.

Superintendent/President Serban noted that funds will need to be put into construction and equipment because for two years in a row no funds have been transferred to those accounts. Also reviewed were the interfund transfers that were made.

2.5 Annual Institutional Effectiveness Report 2008-09 Fiscal Indicators

Superintendent/President Serban reported that the Institutional Effectiveness Report has been updated and this information is being provided for the Board to review. A hard copy of the report will be provided to the Board once it is received from the printers. This fiscal chapter is being provided for their review and preparation for the accreditation visit.

2.6 Renewal of membership in the Association for Community College Trustees
Superintendent/President Serban noted that Dr. Alexander wanted her to report the following to the Board. There were two issues regarding the renewal of this membership, one was that if it’s decided that this membership would not be renewed, then Luis Villegas cannot serve on the nominating committee and he would not be able to take advantage of conference registration discounts provided with the membership. The membership cost is $4,909, which would be the membership for July 1, 2009 through June 30, 2010. In addition, if the membership is renewed, the Board would also be making a commitment for Mr. Villegas to serve on this committee and to pay for his travel to attend all four meetings that will be held in Washington, DC. Superintendent/President Serban reported that the college had cut its institutional memberships this year, which is why it was originally decided not to renew this membership.

There was a concern expressed by Ms. Livingston of having Mr. Villegas use a large percentage of the travel budget over the last four to five years, which the Board supported because he was an officer in a statewide organization, but when one trustee is taking the bulk of the travel budget, the Board should consider either increasing the travel budget, which would be inappropriate right now, or commit to only have one trustee involved in committees, which isn’t fair as all trustees should have an opportunity to participate in various meetings and conferences. If all trustees went to at least two conferences, in state, that would be about $1,900 each or a $15,200 travel budget. However, when you start having a state-wide or national officer attending meetings, this amount would increase significantly. Ms. Livingston felt that the budget should be spread across more trustees and also any trustee that travels, should provide reports to the Board on what benefits were acquired for the college by participating in the meeting. The Board should also have a policy that states that board members should get approval from the Board before making any commitment to serve on a committee and that a budget needs to be developed before giving the approval. Mr. Jurkowitz noted that in the current budget crisis, the Board should ask itself is this travel by the trustees is beneficial to the college.

Mr. Luis Villegas was absent from this meeting and because it was felt that he should be at a meeting where this is discussed to allow him to provide input to this item it was postponed to the next study session when Mr. Villegas will be in attendance and will be able to provide more information.

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

1. Renewal of membership in the Association for Community College Trustees
2. Board Travel
   • Value of the travel and what type of travel cuts should the Board take
   • Board approval when a member wants to take more from the budget
   • Should the Board allocate a certain amount per trustee?

Upon motion by Mr. O’Neill, seconded by Mrs. Green, the Board approved adjourning to regular session.

3. ADJOURNMENT

The next Regular Meeting of the Board of Trustees will be held on Thursday, October 29, 2009 at 4:00 p.m. in A211. A Study Session will be held on November 5, 2009 in A218.