

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

JOINT MEETING WITH THE
COC FOUNDATION BOARD OF DIRECTORS
WEDNESDAY, MAY 27, 2009
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, May 27, 2009 by President Joan MacGregor in the Board meeting room (HSLH137), College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California.

Members Present: Mr. Bruce D. Fortine
Mrs. Michele R. Jenkins
Mrs. Joan W. MacGregor
Mr. Ernest L. Tichenor
Mr. Nicolas Cardenas, Student Trustee

Members Absent: Mr. Scott Thomas Wilk (out of town)

Others Present: Dr. Dianne Van Hook, Chancellor
Mr. Dean Ogrin, Chairman, Foundation Board of Directors
Dr. Mitjl Capet, Asst. Superintendent/VP, Instruction
Ms. Sharlene Coleal, Asst. Superintendent/VP, Business Services and Treasurer,
Foundation Board of Directors
Dr. Barry Gribbons, Asst. Superintendent/VP, Institutional Development, Technology,
and Online Services and Member, Foundation Board of Directors
Ms. Dena Maloney, Founding Dean, Canyon Country Campus and Member,
Foundation Board of Directors
Ms. Cathy Ritz, Chief Operational Officer, COC Foundation
Mr. Murray Wood, Chief Development Officer, COC Foundation
Ms. Michele Edmonson, Assistant Director of Development, COC Foundation
Ms. Shannon Munoz, Administrative Assistant, Special Events (COC Foundation)
Ms. Lynne Mayer, Administrative Assistant to the Chancellor and Board of Trustees

Members, Foundation Board of Directors Present: Ms. Sharon Bronson, Mr. Michael Berger, Mr. Bob McCarty, Ms. Diana Cusumano, Mr. Frank Kleeman, Ms. Charlotte Kleeman, Ms. Diana Cusumano, Mr. Mark Jenkins, Mr. Mike Lebecki, Mr. Randy Moberg, Ms. Peggy Cannistraci, Ms. Julie Sturgeon, Mr. Steve Zimmer, Ms. Doris Marie Zimmer, Mr. Brian Kogle, Ms. Myrna Condie, Mr. Gary Condie, Mr. Jay Thomas, Mr. Byron Kisler, Mr. Bill Kennedy (arrived 6:50pm).

Other Administrators/Staff Present: Mr. Jim Schrage, Ms. Sue Bozman, Ms. Diane Stewart, Ms. Sharon Platz, Dr. Floyd Moos, Mr. Len Mohny, Ms. Kari Soffa, Ms. Audrey Green, Mr. John Green, Dr. Michael Wilding (arrived 7:32pm) and Ms. Diane Fiero (arrived 7:50 pm).

President MacGregor called the meeting to order at 4:54 pm.

**Quorum Established
(1.1)**

The Board moved to Closed Session to discuss the following:

1.2a Conference with Labor Negotiator (*pursuant to Government Code §54957.6*)
Santa Clarita Community College District Representative: Dr. Michael Wilding
Part Time Faculty United-AFT Local 6262

**Closed Session
(1.2)**

Those present in Closed Session were: Capet, Coleal, Fiero, Fortine, Gribbons, Jenkins, MacGregor, Tichenor, Van Hook and Wilding.

At 5:40 pm, the Board adjourned the meeting. The Board joined the members of the COC Foundation Board for appetizers prior to the Joint meeting.

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2008/09-120

At 6:13 pm, Ms. MacGregor and Mr. Ogrin called the Joint meeting to order, establishing a quorum of both Boards. Ms. MacGregor announced the Board of Trustees took no action during Closed Session, but they will be returning to Closed Session following the Joint meeting.

**Reconvene with the
Joint Meeting
(1.4)**

Ms. MacGregor asked Mr. Ogrin to lead the flag salute.

**Flag Salute
(1.5)**

Ms. MacGregor welcomed all present and invited members of the audience desiring to address the Board to so indicate and they would be recognized. On behalf of her fellow trustees, she thanked the members of the COC Foundation Board of Directors for being present at the joint meeting.

**Welcome Guests
(1.6)**

The Foundation Board moved approval of their agenda, and the Board of Trustees moved approval of their agenda.

**Approval of Agenda
(1.7A and 1.7B)**

Motion: Tichenor Second: Jenkins Record of Board Vote: 4-0
Student Opinion: Aye

The Foundation Board moved approval of their minutes of March 24, 2009.

**Approval of Foundation
Minutes (03/24/09)
(1.8)**

- Mrs. MacGregor administered the Oath of Office to Mr. Nicolas Cardenas, who was elected by the ASG as the Student Trustee for 2009/2010. Mr. Cardenas noted it is an honor to serve on this Board and for the District. He also introduced his mother, who was present in the audience.
- Ms. Beth Asmus provided information on the TRiP Program (textbook rental) to the Board of Trustees and the COC Foundation Board of Directors.
- Ms. Michele Edmonson introduced Ms. Kristi Robinson, a COC student who is the recipient of a scholarship on behalf of the COC Foundation. Ms. Robinson provided a brief overview of her educational path and what this scholarship means to her.
- Ms. Edmonson introduced Ms. Daniela Echaiz, a student attending Chapman University through the University Center. Ms. Echaiz provided a brief overview of her experiences with the University Center and her work towards pursuing her higher educational goals.
- Dr. Floyd Moos provided an overview of the ARTstART event held at COC May 15-17, 2009. He also showed a DVD of Cougar News which provided additional information on this event. Mr. Michael McCaffrey, Chairman, Art Department, and Mr. Larry Hurst, Director, Art Galley, were present to provide additional highlights from the event.

**Recognition/Up Close
and Personal
(1.9)**

Ms. Coleal briefly reviewed the changes to the Agreement. The COC Foundation Board of Directors moved Approval of Master Agreement Between the Santa Clarita Community College District and the College of the Canyons Foundation.

**Approval of Master
Agreement Between the
SCCCD and the COC
Foundation (Board of
Trustees item)
(2.1)**

Motion: Lebecki Second: Koegle Passed

The Board of Trustees moved Approval of Master Agreement Between the Santa Clarita Community College District and the College of the Canyons Foundation.

Motion: Tichenor Second: Fortine Record of Board Vote: 4-0
Student Trustee: Aye

The Foundation Board moved Approval of COC Foundation Board Conflict of Interest Policy and Administrative Procedures. However, they plan to acquire more direction in relation to pledges and how that affects Foundation Board members as any conflict of interest.

Motion: S. Zimmer Second: Kennedy

The Foundation Board was presented with Information on Professional Services Agreements for Bauccio and Williams-Paez (*Foundation Board item*).

The COC Foundation Financial Reports through March 31, 2009 were presented for information and discussion by Mr. Bob McCarty, Chair of the Foundation Finance Committee. There was a brief question and answer period.

Dr. Van Hook noted the Executive Committee of the Foundation asked her to present our fiscal management checklist that is presented to the Board of Trustees. She added that the members of the Foundation Board may want to know if the organization they are being asked to represent and raise money for is fiscally sound and managed well. This checklist is a document required of the District by the state Chancellor's Office.

Ms. Coleal presented the Foundation Board members with the Fiscal Year 2007-2008 and Fiscal Year 2008-2009 (Mid-Year) California Community Colleges Sound Fiscal Management Self-Assessment Checklist for the Santa Clarita Community College District. Her presentation is hereby made a part of the minutes as if fully set forth herein.

Dr. Van Hook provided an overview of the COC Strategic Plan and Accomplishments to the Foundation Board. She reviewed how the College's plan and goals are formulated, and how the Foundation helps to support these goals. Her presentation is hereby made a part of the minutes as if fully set forth herein.

Ms. Ritz provided a handout of the 2005-2008 Accomplishments that relate to the Foundation, and shared a brief PowerPoint highlighting the Foundation's involvement. Her presentation is hereby made a part of these minutes.

Mr. Murray Wood provided information on the District's and the Foundation's Strategic Plans for 2008 and beyond, how the two work together to move the District forward and the highlights of. His presentation is hereby made a part of these minutes.

Following his presentation, an update on Foundation Support Groups and Fundraising Reports was provided as information. Providing updates were:

- Library Associates (F. Kleemen) – They are working to cultivate new members to join the Library associates executive committee so they can form sub-committees to help spur new ideas. Working on new partnerships, including the Culinary Arts on Town Center Drive and use this new facility for our next event.

Approval of COC Foundation Board Conflict of Interest Policy & Administrative Procedures (*Foundation Board item*) (2.2)

Information on Professional Services Agreements – Bauccio and Williams-Paez (*Foundation Board item*) (2.3)

Update on the COC Foundation Financial Reports through March 31, 2009 (*Foundation Board item*) (2.4)

Presentation of Fiscal Year 2007-2008 and Fiscal Year 2008-2009 (Mid-Year) California Community Colleges Sound Fiscal Management Self-Assessment Checklist for the SCCCD (*Board of Trustees item*) (2.5)

Highlights of the COC Strategic Plan and Accomplishments (*Board of Trustees item*) (2.6)

Update on the District's and the Foundation's Strategic Plans and Reports from Support Groups and Fundraising Efforts (*Foundation Board item*) (2.7)

- Special Scholarship Initiative (Moberg) – He distributed a handout and noted they have granted 174 scholarships for the next year, which is the largest number ever granted, and 137 of those were a direct result from Foundation support. Early Childhood Education Circle of Friends (Condie/Stewart) – They reviewed their plans for the demonstration gardens and how everyone can get involved with this exciting project. They are excited to develop new ideas, projects and curriculum for the children to work in gardens in both outdoor and indoor classrooms.
- President's Circle (Edmonson) – She shared a brief PowerPoint highlighting the mini grants that were awarded and that provide for various efforts including videos, animation, radiation monitors, dissection lab for biology, equipment, and the promotional BBQ for the Culinary Arts program.
- Cougar Club (Mohney) – They had an auction item for “Coach for a Day” at this year's Silver Spur. He recounted the day spent with the auction winner, Mr. Ed Padilla. He also highlighted their scoreboard campaign with friends and alumni of COC who are helping us raise funds for new scoreboards for all the athletic facilities on campus. He noted we have already received a \$50,000 pledge to get the ball rolling.
- Alumni & Friends (Cannistraci) – She noted the people and programs at COC help to keep the students involved with the College. We need to continue to reach out to the alumnae and keep the fundraising efforts going strong. They are starting a program for self-identification from students, and plan to make most of it online, as that is the area most younger alumni are using as a tool. They will focus on planning, partnering with the ASG, and are creating an Alumni Hall of Fame in the future.
- Legacy Giving Program (Wood) – He discussed how various groups of people can donate to the Foundation and how this ability will appear on the new website. Mr. Richard Harper, Jill Harper's son, has been helping them write some of the context used on the website. He showed a draft of the brochure they plan to use as promotional materials for the Legacy Giving Program.
- New Foundation Website (J. Green) – The new website for the Foundation was shown to both Boards at the meeting. Mr. Green briefly highlighted some of the key areas of the new website.
- Fundraising Revenue Report (Wood) – He briefly reviewed the revenue from private sources (year to date) as information for the two Boards.

**Update on the District's
and the Foundation's
Strategic Plans and
Reports from Support
Groups and
Fundraising Efforts
(Foundation Board
item)
(2.7) con't**

Mr. Ogrin noted meetings like these are inspirational and he appreciated everyone coming from their respective jobs and individual lives to meet here tonight. Together, we are preparing ourselves to be ready for the future. He noted the Foundation's appreciation to the Board of Trustees and to Dr. Van Hook for the leadership they provide to the District.

The Board moved approval of the Consent Calendar, with the additional information provided at the meeting for Item 3.13.

**Consent Calendar
(3)**

- 3.1 Approval of Travel Authorizations Schedule T 08/09-20
- 3.2 Approval of Modernization Project: Doorways Located in PE West and Student Center (Santa Barbara Glass Company)
- 3.3 Approval of Contract for Infrastructure Project: Wireless Campus and Fiber Optic Project (Advanced Cable Solutions)
- 3.4 Approval of Contract for Repairs/Modernization at Canyon Country Campus – Dust and Weed Control (Calex Engineering Co.)
- 3.5 Approval of Addendum #03 to Contract for Temporary Workers for the Dr. Dianne G. Van Hook University Center Construction Project (SelectRemedy)
- 3.6 Approval of Addendum #09 to Construction Administration Contract for the Dr. Dianne G. Van Hook University Center Construction Project (Flewelling & Moody)
- 3.7 Approval of Addendum #03 to Contract for Equipment Rental for the Dr. Dianne G. Van Hook University Center Construction Project (Andy Gump)

- 3.8 Approval of Contract for Modernization Project: Student Services Flooring (Floor Connection, Inc.)
- 3.9 Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Construction Project
- 3.10 Approval of Change Orders to Contract for Flooring for Bonelli Hall Third Floor Remodel Project (Floor Connection, Inc.)
- 3.11 Approval of Change Order for Modernization Project – Parking Lot Repairs at Softball Field (R.C. Becker Son, Inc.)
- 3.12 Approval of Contract for Architectural Services for the Culinary Arts Center at the Valencia Campus (Kruger Bensen Ziemer Architects, Inc.)
- 3.13 Approval of Personnel Schedule PERS 2008/2009-18
- 3.14 Approval of Classified and Administrative Employees' Holiday Schedule Fiscal Year 2009-2010

**Consent Calendar
(3) con't**

Motion: Fortine Second: Tichenor Record of Board Vote: 4-0
Student Opinion: Aye

Ms. MacGregor noted the Board's appreciation of the hard work the Foundation members on behalf of the District.

**Comments by the
Audience for Items Not
on the Agenda
(4.1)**

She also announced the Board of Trustees has appointed Mr. Fortine as the liaison member to the Foundation, and she noted everyone's appreciation of Ms. Jenkins' service for the past 3 years in this role.

None.

**Recap/Request From
Board Members To
Have An Item Placed
On A Future Agenda
(4.2)**

At 8:30pm, the Board announced they were returning to Closed Session.

**Return to Closed
Session (1.2a)**

At 9:08 pm, the Board returned to Open Session and announced that they provided direction to the District's negotiation team as to how to proceed. Ms. MacGregor announced the next meeting is a Joint Meeting with the William S. Hart Union High School District Governing Board on Wednesday, June 10, 2009, Board Meeting room (HSLH-137), Times to be announced.

**Announcement of Next
Meeting (06/10/09) and
Adjournment
(6)**

There being no further business, the meeting was adjourned at 9:10 pm.

Mr. Bruce D. Fortine, Clerk
Board of Trustees
Santa Clarita Community College District

Dr. Dianne G. Van Hook
Chancellor
College of the Canyons

Entered in the proceedings of the District _____