

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, JUNE 13, 2007
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, June 13, 2007, by President Michele Jenkins, in the Staff Dining Room, Student Center, 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. Scott Thomas Wilk
Steven Vanover, Student Trustee (Appointed at Meeting)

Members Absent Mr. Ernest L. Tichenor (teaching)

Others Present: Dr. Dianne Van Hook, Superintendent-President
Dr. Mitjl Capet, Assistant Superintendent/VP of Instruction
Dr. Michael Wilding, Interim Asst. Superintendent/VP, Student Services
Ms. Sharlene Coleal, Vice President, Business Services (arrived 6:25 pm)
Dr. Barry Gribbons, VP, Institutional Development, Technology & Online Services/ Interim
Asst Superintendent (arrived 6:25 pm)
Ms. Diane Fiero, Vice President, Human Resources
Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Special Guests: Ms. Beverly Kemmerling, Director, Student Health and Wellness – SNAC Program
Ms. Shari Barke, Nutrition and Wellness Coordinator – SNAC Program
Ms. Mackenzie Hall, COC Student, SNAC Program
Dr. Kathy Alfano, Director, National Science Foundation
Ms. Cathy Ritz, Chief Operating Officer, COC Foundation

President Jenkins declared a quorum and called the meeting to order at 4:30 p.m.
The Board moved to Closed Session in Private Dining Room #1, Student Center.

**Quorum Established
(1.1)**

The Board discussed the following items:

**Closed Session
(1.2)**

- 1.2a Conference with Labor Negotiator
Santa Clarita Community College District Representative: Dr. Michael Wilding
College of the Canyons Faculty Association (COCFA)
(pursuant to Government Code §54957.6)
- 1.2b Conference with Legal Counsel – Anticipated Litigation
One Case
(pursuant to Government Code §54956.9)

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

The Board returned to Open Session in the Staff Dining Room at 6:05 p.m. President Jenkins announced the Board took no action in Closed Session.

Ms. Jenkins announced that we have a new student trustee elect, Mr. Steve Vanover, and she administered the Oath of Office to him.

President Jenkins asked Mr. Vanover to lead the flag salute.

**Flag Salute
(1.3)**

**Board of Trustees Minutes – Business Meeting
June 13, 2007**

2006/07-124

President Jenkins welcomed all present and invited members of the audience desiring to address the Board to so indicate and they would be recognized. She noted that Mr. Tichenor was absent from the meeting, as this is the first week of classes at Bakersfield College (where he teaches,) and as such, he needed to meet with his new students.

**Welcome Guests
(1.4)**

The Board moved approval of the Agenda for the meeting (with the bid results presented for Item 6.15 and the additional information presented for Item 7.1) as follows:

**Approval of Agenda
(1.5)**

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

The Board moved approval for the minutes for 3/28/07, 5/2/07 and 5/9/07 as follows:

**Approval of Minutes
(3/28/07, 5/2/07 and
5/9/07)
(1.6)**

Motion: Wilk Second: MacGregor Record of Board Vote: 4-0
Student Trustee: Abstain

Dr. Van Hook:

**Recognition
(1.7)**

- ✓ Announced that a COC student (Mr. Ricky Courtney) received a \$15,000 Randy Wicks Scholarship from the Signal.
- ✓ Introduced Ms. Beverly Kemmerling, the Director of Student Health and Wellness. She introduced Ms. Shari Barke (Dietician) and Ms. Mackenzie Hall (student), who highlighted the SNAC (Student/Staff Nutrition at Wellness Advocates at College of the Canyons) Program, how it came to be, and what a successful program it has been. This spring, they conducted the BMW (Body, Mind, Wellness) Challenge, and have hosted Wellness Workshops, initiated the Best Bite Meal program in the cafeteria, and organized the SNAC Fitness Walk route around campus.

Ms. MacGregor inquired as to whether Items 6.4 and 6.6 should be contracts that are being ratified, as the work has already begun. The Board moved approval of the Consent Calendar (with these changes and the additional information presented for Items 7.1).

**Consent Calendar
(2)**

- 3.1 Approval of New and Modified Courses and Programs
- 3.2 Approval of Surplus District Property Other than Land Under Board Policy 707 (Excess Manufacturing Technology Equipment)
- 3.3 Approval of Allied Health Student Education Agreement Between Santa Clarita Community College District and Catholic Healthcare West
- 5.1 Approval of Purchase Order Schedule PO 06/07-11
- 5.2 Approval of Travel Authorizations Schedule T 06/07-13
- 5.3 Approval of Resolution No. 2006/07-23: 2007/08 Retroactive Pay for Unrepresented Personnel
- 5.4 Approval of Contract with Los Angeles County Office of Education for Peoplesoft Financial System, Fiscal Year 2007-2008
- 5.5 Approval of Authorization for Cash Loans – Increase to Maximum Amount of Two Existing Loans and Annual Renewal of Existing Loans for Fiscal Year 2007-2008
- 6.1 Approval of Notice of Completion for Relocation of Modular Buildings for Canyon Country Campus Construction Project
- 6.2 Approval of Notice of Completion for Canyon Country Campus Construction Project (Grading)
- 6.3 Approval of Contract for Parking Lot Cleaning Services
- 6.4 Approval Ratification of Contract for Site Improvement Construction (GO Bond Project, College of the Canyons Main Campus)
- 6.5 Approval of Addendum #03 to Consultant Agreement for Geotechnical Services for the PE Addition and Tennis Court Construction Project
- 6.6 Approval Ratification of Professional Services Contract for Chemistry Lab Spaces Remodel Project

**Board of Trustees Minutes – Business Meeting
June 13, 2007**

2006/07-125

- 6.7 Approval of Addendum #01 to Construction Administration Contract for the University Center Construction Project
- 6.8 Approval of Contract Site Improvements – Landscaping Near PE Building, Central Plant and Hasley Hall (GO Bond Project)
- 6.9 Approval of Contract for University Center Construction Project (Signage Design)
- 6.10 Approval of Contract for the Master Planning of Secondary Effects Space and Utilization
- 6.11 Approval of Contract for Central Plant (Fiber Installation)
- 6.12 Approval of Contract for the University Center Construction Project (Labor Compliance Services)
- 6.13 Approval of Contract for Pre-Construction Services for the University Center Construction Project
- 6.14 Ratification of Agreement Between Santa Clarita Community College District and Sempra Energy Solutions, LLC, Natural Gas Service Agreement for the Period Ending April 30, 2009
- 7.1 Approval of Personnel Schedule PERS 2006/2007-19
- 7.2 Approval of Classified Administrator Employment Contract for Assistant Director, Development College of the Canyons Foundation

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

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

This item was moved forward on the agenda for presentation. An Update on the National Science Foundation (NSF) Regional Center CREATE was presented by Dr. Kathy Alfano. Dr. Alfano has been asked to be the Program Director at NSF and a co-leader for the ATE program in Virginia for one year, with an option for a possible second year. Her presentation is hereby made a part of these minutes as if fully set forth herein.

**Update on National
Science Foundation
(NSF) Regional Center
CREATE
(10.2)**

The Board moved Approval of Payments for Supplemental Services for Full-Time and Adjunct Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date.

**Approval of Payments
for Supplemental
Services for Full-Time
and Adjunct Faculty;
Information on Full-
Time Faculty
Reassigned Time,
Overload and Extra
Session Payments to
Date
(3.4)**

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

The Board moved Approval of Student Health Services Fee Increase.

**Approval of Student
Health Services Fee
Increase
(4.1)**

Motion: Wilk Second: Vanover Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Agreement with Cynosure New Media for the EOPS/CARE Program On-line Orientation.

**Approval of Agreement
with Cynosure New
Media for the
EOPS/CARE Program
On-line Orientation
(4.2)**

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

The Board moved Approval/Ratification of Budget Transfers.

**Approval/Ratification of
Budget Transfers
(5.6)**

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

**Board of Trustees Minutes – Business Meeting
June 13, 2007**

2006/07-126

The Board moved Approval of Authorization for Cash Loan Annual Renewal of Existing Loan for Fiscal Year 2007-2008 - College of the Canyons Foundation Program Fund (Fund 82) to College of the Canyons Foundation Operating Fund (Fund 81).

**Approval of Authori-
zation for Cash Loan
Annual Renewal of
Existing Loan for Fiscal
Year 2007-2008 - COC
Foundation Program
Fund (Fund 82) to COC
Foundation Operating
Fund (Fund 81)
(5.7)**

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

The Financial Report – Month Ending April 30, 2007 was presented as information to the Board.

**Financial Report –
Month Ending April 30,
2007
(5.8)**

Ms. Cathy Ritz, Chief Operating Officer, was present at the meeting. She thanked the Board for their support, noting this is has been a great year and it's exciting to have a healthy fund balance. The Board received the College of the Canyons Foundation Financial Update, as of March 31, 2007 as information.

**COC Foundation
Financial Update, as of
March 31, 2007
(5.9)**

This item was moved forward on the agenda. The Board moved Acceptance of Annual Gifts to the College of the Canyons Foundation for the Period July 1, 2004 through June 30, 2005 and July 1, 2005 through June 30, 2006 (Revised).

**Acceptance of Annual
Gifts to the COC
Foundation for the
Period July 1, 2004
through June 30, 2005
and July 1, 2005
through June 30, 2006
(Revised)
(10.1)**

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

Mr. Schrage provided a revised item with the Bid Results at the meeting. The Board moved Approval of Award of Contract for Scheduled Maintenance Project (Air Handler Cleaning) to Magnum Services (as the lowest responsive bidder) in the amount of \$15,025.

**Approval of Award of
Contract for Scheduled
Maintenance Project
(Air Handler Cleaning)
(6.15)**

Motion: MacGregor Second: Wilk Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Award of Contract for Canyon Country Campus Construction Project (Electrical).

**Approval of Award of
Contract for Canyon
Country Campus
Construction Project
(Electrical)
(6.16)**

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

The Board moved Approval of Award of Contract for Canyon Country Campus Construction Project (Off-Site Street Improvements).

**Approval of Award of
Contract for Canyon
Country Campus
Construction Project
(Off-Site Street
Improvements)
(6.17)**

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

The Board moved Approval of Retention Escrow Account for Mechanical Contractor for Canyon Country Campus Construction Project (HPS Mechanical, Inc.)

**Approval of Retention
Escrow Account for
Mechanical Contractor
for Canyon Country
Campus Construction
Project
(6.18)**

Motion: MacGregor Second: Wilk Record of Board Vote: 4-0
Student Trustee: Aye

**Board of Trustees Minutes – Business Meeting
June 13, 2007**

2006/07-127

This item was amended by the Board to be a Ratification, as the work has already begun. The Board moved to ratify Change Order #01 for Relocation of Modulares for the Canyon Country Campus Construction Project with Lundgren Builders.

**Approval Ratification of
Change Order #01 for
Relocation of Modulares
for the Canyon Country
Campus
(6.19)**

Motion: MacGregor Second: Wilk Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Change Orders for the Classroom/High Tech Center Construction Project.

**Approval of Change
Orders for the
Classroom/High Tech
Center Construction
Project
(6.20)**

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

The Board moved Approval of Change Orders for Laboratory Expansion Construction Project.

**Approval of Change
Orders for Laboratory
Expansion
Construction Project
(6.21)**

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

The Board moved Approval of Change Orders for the PE Addition and Tennis Courts Construction Project.

**Approval of Change
Orders for the PE
Addition and Tennis
Courts Construction
Project
(6.22)**

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

Dr. Van Hook noted that:

**Update on Legislation
(10.3)**

- ✓ A new "*What They're Saying...*" written by Mr. Eric Harnish was distributed to the Board members. Dr. Van Hook briefly discussed some of the key issues included in the newsletter.
- ✓ She and Dr. Gribbons are working with Ms. Teresa Tena (CCLC) to impact the formation of the systems' budget requests for 2008/09.

Mr. Dermody was not present.

**Academic Senate
Report
(11.1)**

Ms. Mayer had nothing to report.

**Classified Coordinating
Council Report
(11.2)**

Ms. Fiero had nothing to report.

**Supt-President's
Report
(11.3)**

Dr. Wilding thanked Ms. Allison Devlin (who was present in the audience) for all her work to make graduation such a wonderful event.

Dr. Gribbons added that:

- ✓ He met with the University of La Verne representatives yesterday, and they are interested in including daytime offerings in the University Center. They are working on having a dual admission process (COC and ULV) at the same time, so students could take classes concurrently at both institutions, enhancing their learning and cutting the time needed to complete the degrees. In addition, they are planning to lease 2500 sq ft of exclusive space in the University Center.
- ✓ He and Ms. Coleal met with Fire Chief Mike Metro and we are close to wrapping up the Agreement with Del Valle.

Dr. Capet noted that:

- ✓ We are in the first week of summer session and enrollment is up 7.1% over last summer with 7% fewer classes.
- ✓ Last year (starting July 1), we had 1096 concurrently enrolled high school students and this year we have 2104. Dr. Van Hook noted this is due to the 5% growth cap being removed since last year, thanks to Senator Runner's bill on concurrent enrollment reform.

**Supt-President's
Report
(11.3) con't**

Ms. Coleal added that:

- ✓ She has attended the last two Canyon Country Advisory committee meetings. The Committee members are very involved and it's nice to have the backing of the community people in this new area. It will be great to have these people helping us to spread the word about our new campus and everything we plan to offer.

Dr. Van Hook noted that:

- ✓ She attended the AOC graduation and enjoyed the event tremendously.
- ✓ The Student Learning Outcomes (SLOs) brief has been distributed from the Institutional Development office. WASC has now stated we must develop Administrative Unit Outcomes (AUOs). The managers will get together in July to review the outcomes, actions and priorities in the Strategic Plan and write their administrative outcomes to be incorporated into the accreditation self-study.
- ✓ The accrediting process is under fire with Secretary Spellings. They have been successful in dismantling one of the accrediting commissions in the United States, and are very "accountability focused."
- ✓ Coach Ray Whitten's retirement party is Saturday night.
- ✓ There are many events scheduled in the PAC including the SCV Ballet, and a SCV Symphony fundraising event on Saturday night.
- ✓ She received a great report from Brent Denison outlining a summary of what things were done differently in the PAC this year that made an impact and resulted in us being \$49,827 over our projected revenue goals. Ms. Jasmine Foster worked with Mr. Denison on marketing also.
- ✓ She met with Mr. Ken Pulskamp on Tuesday, and he gave her a use tax revenue check. They discussed that our arrangement with the City for use tax has expired, but that we want to continue it, as COC will be spending lots of money on equipment and want to get the benefit of the purchases we'll be making. She suggested to Mr. Pulskamp that the City may want to set up the returned revenue as a fund to foster joint economic development issues support of the arts.
- ✓ Last Friday, she had a good meeting with City staff and COC representatives on a variety of topics, and that it was a good meeting.

Mr. Vanover announced that:

- ✓ After an interview process, he was appointed today by the ASG officers. He is glad to be back. He has decided to return now that he's graduated from CSUN in Political Science and will pursue a Business degree.

**Reports by Student
Trustee, Staff
Members, and Board
Members
(11.4)**

Mr. Wilk noted:

- ✓ He attended the SCV Wine Classic, noting he especially enjoyed the food at the COC Culinary Arts program table.
- ✓ Mr. Worden at The Signal newspaper has now given notice for retirement. Mr. Wilk suggested we reach out to The Signal during this transitional time for them. Dr. Van Hook noted that Mr. Jesse Munoz is now the only education reporter for the Signal and will be covering many educational groups in the SCV on Wednesday nights.

Mr. Fortine noted that he has been busy attending many events, including:

- ✓ HITE/Honors Banquet
- ✓ SCV Monopoly Mania event for the School to Business Alliance
- ✓ Retirement party for Mr. Gary Fuller, Hart HS principal
- ✓ Collegial Celebration for COC faculty members
- ✓ Air Force Band Concert in the PAC
- ✓ Hart Band Spring and Show Choir concert
- ✓ The 2007 Media Arts Showcase Reception and Awards in the PAC

**Board of Trustees Minutes – Business Meeting
June 13, 2007**

2006/07-129

- ✓ National Veterans Charity Ball (Real Estate Investment Advisory Council)
- ✓ COC Graduation
- ✓ PAC Volunteers end of season potluck dinner and recognition event
- ✓ Canyon Country Campus Advisory Committee
- ✓ Magic Mountain VIP party
- ✓ AOC Graduation
- ✓ University Center celebration at Tom Lee's house
- ✓ Boys and Girls Club Auction

**Reports by Student
Trustee, Staff
Members, and Board
Members
(11.4) con't**

In addition, he thanked Dr. Wilding for his help with the security of all the graduations that were held on our campus. He noted Mike put together a good plan and he appreciated his help.

Ms. MacGregor noted that she attended:

- ✓ The final mentor/mentee breakfast. She encouraged other Board members to be involved in the program.
- ✓ The EOPS breakfast, where she was asked to be a speaker and learned a lot about the program.
- ✓ The Collegial Celebration
- ✓ PAC Volunteer potluck recognition
- ✓ The University Center celebration at Tom Lee's house, which was a great opportunity to thank those who had donated to the Center's campaign.
- ✓ Graduates Honors Breakfast

In addition, she noted the Board should follow up on their Board Workshop and the goals that have been tentatively set. She felt the Board should share the discussions that occurred at the meeting with others.

Ms. Jenkins added that:

- ✓ She participated in the Foundation Executive committee meeting:
 - ✓ Mr. Scott Shauer shared ways the Michael Hoefflin Foundation could work to partner with the College for establishing scholarships in the future.
 - ✓ The Coffee Kiosk is still viable and being worked on. Mr. Rick Espinosa was having difficulty getting the plans, completing the soils testing, but it is all being worked out. The deadline was extended to June 17th.
 - ✓ A new Board member from Specialty Labs, Mr. Ron Blum is scheduled to replace Mr. Mike Dugan (also from Specialty Labs)
- ✓ The Foundation Installation dinner at The Cavi is scheduled for June 25th.

None.

**Comments by the
Audience for Items Not
on the Agenda
(11.5)**

None.

**Requests/Recap of
Requests Made During
the Meeting By Board
Members to Have an
Item on a Future
Agenda
(11.6)**

**Board of Trustees Minutes – Business Meeting
June 13, 2007**

2006/07-130

President Jenkins announced the next meeting will be held on June 27, 2007 and will be a Budget Study Session/Business Meeting beginning at 5:00 for Closed Session, 6:30 pm for Open Session in the Staff Dining Room.

Announcement of Next Meeting (06/27/07) and Adjournment (12)

There being no further business, the meeting was adjourned at 8:15 p.m.

Mrs. Joan W. MacGregor, Clerk
Board of Trustees
Santa Clarita Community College District

Dr. Dianne G. Van Hook
Superintendent-President
College of the Canyons

Entered in the proceedings of the District _____