

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**

**BUDGET STUDY SESSION AND BUSINESS MEETING**  
**WEDNESDAY, SEPTEMBER 26, 2007**  
**MINUTES**

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, September 26, 2007, by President Michele Jenkins, in the Staff Dining Room (S-132), 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. Ernest L. Tichenor  
Mr. Scott Thomas Wilk  
Mr. Steven Vanover, Student Trustee (departed 9:10 pm)

Others Present: Dr. Dianne Van Hook, Superintendent-President  
Dr. Mitjl Capet, Assistant Superintendent/Vice President, Instruction (arrived 5:25 pm)  
Dr. Michael Wilding, Assistant Superintendent/VP, Student Services  
Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services  
Dr. Barry Gribbons, Assistant Superintendent/VP, Institutional Development, Technology & Online Services  
Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources  
Mr. Michael Dermody, President, Academic Senate (departed 9:25 pm)  
Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Special Presenter: Dr. Russell Richardson, Professor, Political Science and Associate Program Coordinator  
Associate Program Committee and Graduates

President Jenkins declared a quorum and called the meeting to order at 5:10 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:

- 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)*

**Closed Session  
(1.2)**

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

The Board returned to Open Session in the Staff Dining Room (S-132) at 6:44 p.m.  
President Jenkins announced the Board took no action in Closed Session.

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

**Flag Salute  
(1.3)**

President Jenkins welcomed all present and invited members of the audience desiring to address the Board to so indicate and they would be recognized.

**Welcome Guests  
(1.4)**

The Board moved approval of the Agenda for the meeting (with the additional information presented for Item 7.1 and the updated bid results for Item 6.6).

**Approval of Agenda  
(1.5)**

Motion: MacGregor      Second: Tichenor      Record of Board Vote: 5-0  
Student Trustee:      Aye

The Board moved approval of the minutes (with the correction distributed at the meeting) of September 12, 2007.

**Approval of Minutes  
(08/22/07)  
(1.6)**

Motion: Wilk      Second: Fortine      Record of Board Vote: 5-0  
Student Trustee:      Aye

Dr. Van Hook recognized Dr. Richardson's commitment to the Associate Program is long-standing and he continues to refine it and make it the best it can be for these faculty members. She noted that of the full-time faculty at COC, 103 were adjunct faculty members. Close to 50% of the full time hired were COC students. She introduced Dr. Russell Richardson, who noted that since inception in 1989, and including these graduates, 270 adjunct faculty members have participated in the Associate Program. Approximately 76 are still teaching at COC and 26 have been hired full-time.

**Recognition/Up Close  
(1.7)**

Dr. Richardson provided a brief overview of this program, its goals and requirements, and introduced the committee facilitators. Seven of the seventeen spring 2007 graduates were present for recognition and were introduced, received their certificates, and addressed the Board and administrators regarding their experience in this program. He noted the college, the Professional Development Program, Ms. Leslie Carr and Dr. Van Hook are being recognized with awards at the NCSPOD conference next week for their leadership and for building programs like this at COC. He congratulated Ms. Carr and Dr. Van Hook. The Board expressed their appreciation to the graduates, the committee, and this unique, worthwhile program at COC.

Mr. Vanover removed Item 6.1 for separate approval. The Board moved approval of the remainder of the Consent Calendar (with the additional information presented for Item 7.1) as noted below:

**Consent Calendar  
(2)**

- 3.1 Approval of Purchase for Human Patient Simulators Under Education Code Section 81651 as Instructional Material – Exception to Bidding Requirement
- 3.2 Approval of Consultant Contract Fiscal Year 2007/08 for Foster and Kinship Care Education Outreach Program – Workshop Facilitator (Ms. Carri Arquilevich)
- 3.3 Approval of New and Modified Courses and Programs
- 4.1 Ratification of Agreement Between Santa Clarita Community College District and Frances Willson, Ph.D.
- 5.1 Approval of Independent Contract Agreement Between Santa Clarita Community College District and Mr. Jesse Munoz, Freelance Writer and Photographer
- 5.2 Approval of Santa Clarita Community College District Memberships for Fiscal Year 2007-2008
- 5.3 Approval/Ratification of Interfund Transfers
- 7.1 Approval of Personnel Schedule PERS 2007/2008-05
- 7.2 Approval of Educational Administrator Employment Contract for Educational Administrator (temporary)

Motion: MacGregor      Second: Tichenor      Record of Board Vote: 5-0  
Student Trustee:      Aye

Mr. Vanover addressed questions to Mr. Schrage that had been discussed amongst the ASG officers regarding this contract. The Board then moved approval of the item removed from the Consent Calendar for separate approval.

**Item Removed from the  
Consent Calendar (Item  
6.1)**

6.1 Approval of Agreement Between Santa Clarita Community College District and Princess Cruises for Parking Lot Rental

Motion: Fortine                      Second: Tichenor                      Record of Board Vote: 5-0  
Student Trustee:                      Aye

President Jenkins opened the Public Hearing on the 2007-2008 Adopted Budgets and it was presented for information and comments. Upon hearing none, the hearing was closed.

**Public Hearing on the  
2007-2008 Adopted  
Budgets  
(5.4)**

Ms. Coleal thanked her staff for their hard work and dedication to putting this information together. She provided a PowerPoint presentation to the Board, highlighting the District growth rates, comparisons to surrounding Districts, impacts on full-time faculty obligations, history of enrollment fee increase, revenue assumptions, expenditure assumptions, the Canyon Country Campus Adopted 2007/08 Budget, and the 2007/08 Adopted Revenue Budget and noted how the district was positioned well financially because of the district's efforts in Sacramento. She thanked Dr. Van Hook and Dr. Gribbons for their expertise in influencing funding factors.

**Adoption of 2007-2008  
Budgets  
(5.5)**

The Board moved Adoption of the 2007-2008 Budgets as follows:

Motion: MacGregor                      Second: Fortine                      Record of Board Vote: 5-0  
Student Trustee:                      Aye

The Board moved approval of Items 6.2, 6.3 and 6.4 together in one motion.

**Approval of Change  
Order Items (Items 6.2,  
6.3 and 6.4)**

- 6.2 - Approval of Change Orders for the Classroom/High Tech Center Construction Project (Hasley Hall)
- 6.3 Approval of Change Orders for the PE Addition and Tennis Courts Construction Project
- 6.4 Approval of Change Orders for the Canyon Country Campus Construction Project

Motion: MacGregor                      Second: Tichenor                      Record of Board Vote: 5-0  
Student Trustee:                      Aye

The Board moved Ratification of the Contract for the Canyon Country Campus Construction Project (HVAC Installation).

**Ratification of Contract  
for the Canyon Country  
Campus Construction  
Project (HVAC  
Installation)  
(6.5)**

Motion: MacGregor                      Second: Fortine                      Record of Board Vote: 5-0  
Student Trustee:                      Aye

The final bid results were presented at the meeting. The Board moved Approval of Award of Contract for the Canyon Country Campus Construction Project (Retaining Walls) as presented to Mendez Concrete in the amount of \$332,160.

**Approval of Award of  
Contract for the  
Canyon Country  
Campus Construction  
Project (Retaining  
Walls)  
(6.6)**

Motion: MacGregor                      Second: Tichenor                      Record of Board Vote: 5-0  
Student Trustee:                      Aye

The Board moved Approval of Award of Contract for Mentry Hall Re-Roofing Project.

**Approval of Award of  
Contract for Mentry  
Hall Re-Roofing Project  
(6.7)**

Motion: Tichenor                      Second: MacGregor                      Record of Board Vote: 5-0  
Student Trustee:                      Aye

The Board moved Approval to Reject and Re-Bid Contract for Roadway, Parking and Building Signage Project (Valencia Campus).

Motion: MacGregor      Second: Fortine      Record of Board Vote: 5-0  
Student Trustee:      Aye

**Approval to Reject and Re-Bid Contract for Roadway, Parking and Building Signage Project (Valencia Campus) (6.8)**

The Board moved Approval of the Negotiated Agreement Between the Santa Clarita Community College District and the College of the Canyons Faculty Association, CTA/NEA (COCFA), for July 1, 2007 to June 30, 2008 and Represented Salary Schedules C, O, & V and the Total Compensation Schedule effective July 1, 2007.

Motion: MacGregor      Second: Fortine      Record of Board Vote: 5-0  
Student Trustee:      Abstain

**Approval of the Negotiated Agreement Between SCCCD and the COCFA, CTA/NEA for 7/1/07 to 6/30/08 & Represented Salary Schedules C, O, & V effective July 1, 2007 (7.3)**

The Board moved Approval of the Negotiated Agreement Between the Santa Clarita Community College District and the Part Time Faculty United – AFT Local 6262 (AFT), for July 1, 2007 to June 30, 2008 and Represented Salary Schedule E effective July 1, 2007.

Motion: Fortine      Second: Tichenor      Record of Board Vote: 5-0  
Student Trustee:      Abstain

**Approval of the Negotiated Agreement Between SCCCD and the Part Time Faculty United – AFT Local 6262, for 7/1/07 to 6/30/08 & Represented Salary Schedule E effective July 1, 2007 (7.4)**

The Board moved Approval of the Negotiated Agreement Between the Santa Clarita Community College District and the California School Employees Association (CSEA), Chapter 725, for July 1, 2007 to June 30, 2008 and Represented Salary Scale Schedule B and the Total Compensation Schedule effective July 1, 2007.

Motion: MacGregor      Second: Fortine      Record of Board Vote: 5-0  
Student Trustee:      Abstain

**Approval of the Negotiated Agreement Between SCCCD and the CSEA, Chapter 725, for 7/1/07 to 6/30/08 & Represented Salary Scale Schedule B effective July 1, 2007 (7.5)**

The Board moved Approval of the Classified Confidential Employees Group (CEEG) Salary Scale Schedule (T) and the Total Compensation Schedule effective July 1, 2007.

Motion: Fortine      Second: Tichenor      Record of Board Vote: 5-0  
Student Trustee:      Abstain

**Approval of the Classified Confidential Employees Group (CEEG) Salary Scale Schedule (T) effective July 1, 2007 (7.6)**

There was a question and answer period as the Board asked for clarification of the process and the incorporation of our existing policies into the proposed policies for this section. The Board provided suggestions to be incorporated into the Second Reading, and moved Approval of Board of Trustees Board Policies (Complete Section), First Reading.

**Approval of Board of Trustees Board Policies (Complete Section), First Reading (9.1)**

Motion: Fortine                      Second: MacGregor                      Record of Board Vote: 5-0  
Student Trustee: (Departed)

Dr. Van Hook noted that:

- ✓ Former Chancellor Drummond will be here next week as a guest speaker in the EDU080 class. If anyone would like to come, they are welcome to join in.
- ✓ We attempted to organize a recognition for Congressman McKeon to thank him for his work on the Tuition Sensitivity issue that coordinated with AACC Executive Director George Boggs presence on the west coast, but Congressman McKeon was not available. We will work to do so at an event in the future.
- ✓ She was asked by Scott Lay to provide some names of community members who could serve as community members at large on the Board of Governors'.

**Update on Legislation (10.1)**

Mr. Dermody noted that:

- ✓ The Academic Staffing Committee will be having their meeting soon.
- ✓ The Sabbatical Committee will also soon be getting together.
- ✓ The Academic Senate will continue with a discussion on pre-requisites and equivalencies.
- ✓ Deanna Davis had good sabbatical and she has requested a replacement for her as the co-chair for the Curriculum Committee beginning in January.
- ✓ Everyone is always welcome at the Academic Senate meetings every 2<sup>nd</sup> or 4<sup>th</sup> Thursday between 3:00 and 4:30 pm.

**Academic Senate Report (11.1)**

Ms. Mayer had nothing to report.

**Classified Coordinating Council Report (11.2)**

Ms. Fiero noted that:

- ✓ The faculty did a great job on the hiring process last spring, and she appreciated the cooperation that their department received from everyone on campus.
- ✓ She was excited to see the Board using the CCLC recommended policies and she would like to bring forward a similar package for the Human Resources section.
- ✓ She attended the September 18<sup>th</sup> VIA lunch.
- ✓ She was appointed as one of the directors for the Castaic Education Foundation.

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

Dr. Wilding added that:

- ✓ This Saturday is SCV College Day with the Hart District, and we are expecting 4-5,000 people. It is one of our biggest recruitment efforts for the year, and will be held from 9-1:00pm. Many staff members will be doing presentations and providing information all over our campus.
- ✓ That same evening is the Alumni & Friends Barbeque. This year we are honoring Mr. Len Mohny (Dean, Physical Education) and Ms. Vicki Engbrecht (Director of Curriculum) from the Hart District.

Dr. Gribbons had nothing to report.

Dr. Capet noted that:

- ✓ We hosted an accreditation workshop held here for Cerritos, Santa Monica and Taft. They used our new facilities in Aliso Hall for their training session.
- ✓ He participated in a forum at Cal Arts with Councilman TimBen Boydston. Cal Arts wants to work with COC to help their students enter our business program so that when they graduate from Cal Arts, they are entrepreneurs.
- ✓ The Arts Advisory committee met on Monday, and they are excited about us acquiring a new grant writer.

- ✓ This afternoon, he was at Planning Committee for the Small Business Development for Ventura, Santa Barbara and Los Angeles County.

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

Ms. Coleal added that:

- ✓ She noted her appreciation of the Board's support of the budget, the overall process, and she looks forward to their input and suggestions.

Dr. Van Hook announced that:

- ✓ The AACCC has a handout (which she distributed) that shows the striking differences between California community colleges and COC. A small percentage of our FTES is non-credit, where nationwide it is 45-55% of the total enrollment. For 30 units at a community college in other parts of the nation, the average cost is \$2,272, compared to \$600 in California.
- ✓ She and Ms. Audrey Green will be going to the Cheesecake Factory corporate headquarters tomorrow to tour their facilities and gain ideas for our own culinary arts program.
- ✓ Silver Spur has been scheduled for March 1, 2008 and will be held at the Globe Theatre at Universal Studios. Mr. Wayne Crawford will be our honoree.
- ✓ She received a phone call from one of the vice-presidents at Princess Cruises who invited her to have lunch with them to discuss ways they might be more involved with the College.
- ✓ The Wayne Newton concert was great, and she enjoyed the meet and greet. She appreciated Mr. Fortine's assistance in facilitating the photography session with Mr. Newton.
- ✓ We recognized people who played a key role behind the scenes in many ways to help us to get the new campus opened. These included computer support, purchasing, and many other key individuals on our campus.
- ✓ Jim Young, retired chancellor of the Kern CCD and our acting CBO a few years ago, stopped by earlier today. She gave him a tour of the new buildings on campus. They also toured the PAC, as Mr. Young had assisted us at the state level in 1998 with moving forward on this facility.
- ✓ She was approached at the State of the City lunch about the equestrian program by Paul Brotzman, who is going to organize a tour of the property that is part of the Newhall Redevelopment Agency. They plan to set aside up to 80 acres of an equestrian center. Mr. Dermody is involved as well, along with other faculty members. The curriculum plan is ready to go if we can locate a facility.
- ✓ The biotechnology/nanotech department has produced some posters that are being distributed to the junior high and high schools. (She showed the posters.)
- ✓ Dr. Gribbons and his staff are to be commended for their work on the latest two grants we received. There were 21 applications submitted of which 2 were submitted by COC. Eight grants were awarded and we received 2 of those awarded, or 25% statewide.
- ✓ She continues to teach her class with Ms. Diane Stewart. She distributed 2 new exams from her class for the Board members to test their knowledge on community colleges.
- ✓ She had recently taken some new photos of Hasley Hall and Aliso Hall/Lab, which were shown to the Board via a PowerPoint slideshow.

Mr. Vanover had departed the meeting.

Mr. Wilk had nothing to report.

Mr. Fortine noted that:

- ✓ He attended the Library Associates Wine & Cheese event
- ✓ He attended the Hoefflin Foundation "Evening Under the Stars" dinner
- ✓ The PAC performance and meet and greet for Wayne Newton was wonderful
- ✓ He participated in a meeting of the Santa Clarita Symphony Advisory Board
- ✓ He attended the VIA Lunch
- ✓ The Theatre Project had a great program last week

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

- ✓ He participated in the Canyon Country Advisory Committee meeting
- ✓ He and Dr. Van Hook were invited to participate on an advisory board for the AT&T golf classic.
- ✓ He was asked to chair Chamber of Commerce Environmental Committee

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

Ms. MacGregor noted that:

- ✓ The State of the City lunch was great, and was a nice tribute to 20 years of the City.

Mr. Tichenor added that he:

- ✓ Attended the State of the City lunch
- ✓ Attended a fundraising event for Congressman McKeon

Ms. Jenkins added that:

- ✓ She also attended the State of the City lunch

None.

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

The following requests were noted:

- ✓ A future report on the Community Education Department.

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

President Jenkins announced the next meeting will be a Business Meeting held on October 10 beginning at 5:00 for Closed Session, 6:30 pm for Open Session in the Staff Dining Room.

**Announcement of Next  
Meeting (10/10/07) and  
Adjournment  
(12)**

There being no further business, the meeting was adjourned at 9:57 p.m.

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

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

Entered in the proceedings of the District \_\_\_\_\_