

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, OCTOBER 8, 2008
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, October 8, 2008, by President Ernie Tichenor in the Board Meeting Room (HSLH-137), College of the Canyons, 26455 Rockwell Canyon Road, Valencia, California.

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

Others Present: Dr. Dianne Van Hook, Chancellor
Dr. Mitjl Capet, Assistant Superintendent/Vice President, Instruction
Dr. Michael Wilding, Assistant Superintendent/VP, Student Services
Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services
Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources and Interim VP,
Academic Affairs
Mr. Michael Dermody, President, Academic Senate
Ms. Lynne Mayer, Administrative Assistant to the Chancellor and the Board of Trustees

Special Presenters and Others Present: Mr. Jim Schrage, Vice President, Facilities Planning, Operations, and Construction
Mr. John McElwain, Managing Director, Public Relations and Marketing
Ms. Cindy Grandgeorge, Controller
Ms. Donna Haywood, Director, Budget Development
Ms. Dena Maloney, Founding Dean, Canyon Country Campus
Mr. John Makevich, Classified Senate

President Tichenor declared a quorum and called the meeting to order at 5:11 pm.

**Quorum Established
(1.1)**

The Board moved to Closed Session in the Conference Room (HSLH-136), where they discussed the following:

**Closed Session
(1.2)**

The Board discussed the following items:

- 1.2a Conference with Labor Negotiator
Santa Clarita Community College District Representative: Mr. Jim Schrage
California Schools Employee Association (CSEA)
(pursuant to Government Code §54957.6)
- 1.2b 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)
- 1.2c Conference with Labor Negotiator
Santa Clarita Community College District Representative: Dr. Michael Wilding
Part Time Faculty United-AFT Local 6262
(pursuant to Government Code §54957.6)

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

The Board returned to Open Session at 6:45 pm, and Mr. Tichenor announced no action had been taken in Closed Session.

Mr. Tichenor asked Mr. Schrage to lead the flag salute.

**Flag Salute
(1.3)**

This item was moved forward on the agenda, as Mr. Tichenor noted we had received a note from the President of the Hart District Governing Board, Ms. Mercado-Fortine. He read the letter at the meeting, noting the Hart Board was requesting Item 10.2 be removed from the COC agenda, due to the fact they missed the College's submittal date for agenda items.

**Approval of Agenda
(1.5)**

Ms. MacGregor moved approval of the Agenda for the meeting, with the removal of Item 10.2, and with the additional information presented for Item 7.1.

Ms. Jenkins noted she would be voting "nay" on this, and felt we should be addressing the item on the agenda. Mr. Fortine agreed with Ms. Jenkins' comments.

Motion: MacGregor Second: Cardenas Record of Board Vote: 4-1
Student Trustee: Aye

Mr. Tichenor welcomed all present to the meeting and invited anyone wishing to address the Board to so indicate and they would be recognized.

**Welcome Guests
(1.4)**

The Board moved approval of the minutes of September 10 and September 24, 2008.

**Approval of Minutes
(1.6)**

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

Dr. Van Hook recognized.

**Recognition/Up Close
(1.7)**

- ✓ Ms. Diane Morey to present highlights of the recently completed accreditation process. While they have not yet received the final report, she noted the Commission intends to renew our nursing program for 8 years. The second and third phases of this accreditation process are still to come (a committee review in January and the Commission review in February 2009) before they get the official notification.
- ✓ Mr. John McElwain was announced that COC won the "Gold Medallion of Excellence" Award from the National Council for Marketing & Public Relations (NCMPR) for our academic catalogue. Ms. Sue Bozman (PIO) and Ms. Lila Sude (Graphics) received the award in Sedona last week. They were congratulated for receiving this award and the outstanding accomplishment.

The Board and Dr. Van Hook congratulated both the nursing department and the Public Information Office for their accomplishments and awards.

The Board moved approval of the Consent Calendar with the additional information provided for Item 7.1 as follows:

**Consent Calendar
(2)**

- 3.1 Approval to Amend Contract Between Santa Clarita Community College District and Cerritos College CACT
- 3.2 Approval of Amendment #2 Between Santa Clarita Community College District and Long Beach Community College District for the Small Business Development Center (SBDC)
- 3.3 Approval of Agreement Between Santa Clarita Community College District and William S. Hart Union High School District – Automotive Technology
- 3.4 Ratification of Affiliation Agreement Between Santa Clarita Community College District and the Los Angeles County District Attorney's Office Regarding Educational Courses for Employee Training

- 4.1 Approval of Renewal Agreement Between Santa Clarita Community College District and Dr. Sharlene Katz as Independent Contractor for NSF-ATE CREATE Grant
- 4.2 Approval of Renewal Agreement Between the Santa Clarita Community College District and the California State University, Northridge Athletic Training Education Program
- 5.1 Approval of Purchase Order Schedule PO 08/09-03
- 5.2 Approval of Travel Authorizations Schedule T 08/09-8
- 6.1 Approval of Notice of Completion for Repair/Renovation of Campus Facilities (Bird Solutions – Valencia Campus)
- 6.2 Approval of Notices of Completion for the Canyon Country Campus Construction Project
- 6.3 Approval of Contract for Wayfinding Signage Improvements for the Valencia Campus (Biesek Designs)
- 6.4 Ratification of Contract for the Canyon Country Campus Construction Project (Town Park Construction)
- 6.5 Ratification of Contract for Cafeteria Remodel Project (Cal-Quake Construction)
- 6.6 Ratification of Contract for Cafeteria Remodel Project (Company, Inc.)
- 6.7 Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Construction Project
- 6.8 Approval of Change Order for the Canyon Country Campus Construction Project
- 6.9 Approval of Contract for the Canyon Country Campus Construction Project, Campus Signage System, Phase II (Biesek Design)
- 6.10 Approval of Contract for the Canyon Country Campus Construction Project – Lighting for Monument Sign (H&S Electric)
- 7.1 Approval of Personnel Schedule PERS 2008/2009-6
- 7.2 Approval of Amendment to Classified Administrator Employment Contract for Special Assistant to the Chancellor/Director of External Relations
- 7.3 Ratification of Agreement for Services Between Santa Clarita Community College District and the L.A. County Sheriff’s Department for On-Site Supervisors of Training Classes
- 7.4 Approval of Educational Administrator Employment Contract for Educational Administrator (Temporary)
- 8.1 Approval of Agreements Between Santa Clarita Community College District and Central Visual Information Systems (Autodesk)

**Consent Calendar
(2) con’t**

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

The Board moved Approval of Payments for Supplemental Services for Full-Time Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date 2008-2009.

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

**Approval of Payments
for Supplemental
Services for Full-Time
Faculty; Information on
Full-Time Faculty
Reassigned Time,
Overload and Extra
Session Payments to
Date 2008-2009
(3.5)**

The Board received information on the College of the Canyons Foundation Financial Update, as of June 30, 2008. Ms. Cathy Ritz, Chief Operational Officer, COC Foundation was present. She highlighted the successful fundraising events, in particular Silver Spur. She commended and thanked Mr. Schrage for his hard work and determination in securing such a great relationship with our vendors and helping us raise so much money.

**COC Foundation
Financial Update, as of
June 30, 2008
(5.3)**

**Board of Trustees Minutes – Business Meeting
October 8, 2008**

2008/09- 35

The Board moved Approval of Ratification of Mutual Release and Termination Agreement Between Santa Clarita Community College District and Take A Break and First Class Vending.

Approval of Ratification of Mutual Release and Termination Agreement Between SCCCD and Take A Break and First Class Vending (5.4)

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

A revised agreement was provided to the Board at the meeting for *A Matter of Taste*. Ms. Coleal briefly highlighted the changes on the revised agreement. The Board moved Approval of Ratification of this revised Agreement Between Santa Clarita Community College District and *A Matter of Taste*.

Approval of Ratification of Agreement Between Santa Clarita Community College District and *A Matter of Taste* (5.5)

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

President Tichenor opened the Public Hearing on the 2008-2009 Adopted Budgets and it was presented for information and comments. Upon hearing none, the hearing was closed.

Public Hearing on 2008/09 Adopted Budgets (5.6)

Ms. Coleal thanked Ms. Haywood, Ms. Grandgeorge, Ms. Mighui Zhang, Ms. Mary Ann Bardin, members of Executive Cabinet, and Dr. Van Hook for their hard work and dedication to putting this information together. She presented a PowerPoint to the Board which highlighted the following:

Adoption of 2008-2009 Budgets (5.7)

- ✓ Information from the Chancellor's Office
- ✓ Our District growth rates
- ✓ Comparisons to surrounding Districts
- ✓ Impacts on full-time faculty obligations
- ✓ New projects and programs this budget and our grants will fund
- ✓ The construction projects slated for our campus
- ✓ Revenue assumptions including External sources of revenue beyond base funding
- ✓ Highlights of what the 2008/09 Adopted Revenue Budget will fund

It was noted that the District continues to maintain a 6% reserve. The Board moved Adoption of the 2008-2009 Budgets as follows:

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

The Board moved Ratification of Contract for Cafeteria Remodel Project (H&S Electric, Inc.).

Ratification of Contract for Cafeteria Remodel Project (H&S Electric, Inc.) (6.11)

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

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

Approval of Change Order for the PE Addition and Tennis Courts Construction Project (6.12)

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

The Board moved Approval of Change Order for the Hasley Hall Construction Project (formerly Classroom/High Tech).

Approval of Change Order for the Hasley Hall Construction Project (formerly Classroom/High Tech) (6.13)

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

**Board of Trustees Minutes – Business Meeting
October 8, 2008**

2008/09- 36

The Board moved Approval of Contract for A&E Services for the Career and Technical Education Center at the Canyon Country Campus (Kruger Bensen Ziemer Architects).

Approval of Contract for A&E Services for the Career & Technical Education Center at the Canyon Country Campus (KBZ Architects) (6.14)

Motion: Jenkins

Second: Fortine

Record of Board Vote: 5-0
Student Trustee: Aye

The IRS is requiring school districts to review their cell phone distribution to employees. The Board moved Approval of Business Services Policy (Cell Phones), First Reading.

Approval of Business Services Policy (Cell Phones), First Reading (9.1)

Motion: Fortine

Second: Jenkins

Record of Board Vote: 5-0
Student Trustee: Aye

Two students (Mr. Sherief Zakher and Mr. Andrew Blowers) addressed the Board in opposition to the removal of smoking from the campus. They distributed a list of over 500 student signatures they have gathered in opposition to this new policy. There was a brief question and answer period. It was suggested these students place a discussion item on the October 22nd Joint meeting with ASG agenda.

Comments by the Audience for Items Not on the Agenda (11.6)

The Board moved Approval of Resolution 2008/09-05: In Support of the Saugus Union School District's Centennial Anniversary.

Approval of Resolution 2008/09-05: In Support of the Saugus Union School District's Centennial Anniversary (10.1)

Motion: MacGregor

Second: Wilk

Record of Board Vote: 5-0
Student Trustee: Aye

This item was removed completely from the agenda at the beginning of the meeting.

Approval of Resolution 2008/09-06: In Support of the WSHUHSD GO Bond Initiative, Measure SA (10.2) – ITEM WAS REMOVED FROM THE AGENDA

Dr. Van Hook noted that:

- ✓ She had a new *"What They're Saying..."* (written by Mr. Harnish, which she distributed and briefly highlighted the key issues included therein).

Update on Legislation (10.3)

Mr. Dermody noted that:

- ✓ The updated online program review has been finalized and will be put into implementation with the help from the Office of Institutional Development.
- ✓ There are two new state regulations they plan to look at and see what impact they have for us. One is in regards with "to be arranged hours" and the other is for online classes. The federal government is requiring that the person taking the online class is certified as really being the person they claim to be.

Academic Senate Report (11.1)

Mr. John Makevich from the Classified Senate was present, and announced:

- ✓ Their officers are: President - Sheryn Monheim; Vice President - Linda Lettau; Sec/Treasurer - Tammie Decker, and Public Relations/Webmaster - John Makevich.
- ✓ They are working on their website for this newly formed senate.
- ✓ Tomorrow is a "Munch and Mingle" event, which they plan to hold quarterly. Anyone is welcome to attend. It will be held at 2pm in Hasley Hall near the fountain.

Classified Senate Report (11.2)

**Board of Trustees Minutes – Business Meeting
October 8, 2008**

2008/09- 37

- ✓ They are planning events to get the staff together to promote new ideas and development of plans.
- ✓ There are plans in the works for a Classified Retreat next year.
- ✓ They are currently selling flower bulbs as a fundraiser. If anyone wants any, please let him know.

**Classified Senate
Report
(11.2) con't**

Ms. Jenkins noted there has not been an executive meeting since the last board meeting.

**Board Liaison
Committee Member
Report
(11.3)**

Ms. Fiero noted that:

- ✓ GO and PAL programs are doing well. PAL (basic skills) has seen good results. Some classes retained 88% of students. She credits our wonderful faculty who are doing a fantastic job with the students. Students like that they are intensely challenged and tested.

**Chancellor's Report
(11.4)**

Dr. Wilding announced that:

- ✓ COC will co-host SCV College Day with the Hart District at COC on October 11th at 9:00 to 1:00pm in the center of campus.

Dr. Capet added that:

- ✓ We are anxiously awaiting the accreditation team visit.
- ✓ He was invited to be trained as the accreditation team liaison officer.

Ms. Coleal noted:

- ✓ The program review process with Academic Senate will be tied to the budget.
- ✓ Ms. Shari Bricker's (Purchasing Department) daughter recently had twins.
- ✓ Her appreciation of the Board for their support of the budget during this difficult budget year.

Dr. Maloney announced that:

- ✓ Ms. Hartley (bookstore manager) visited the CCC today.

Mr. McElwain added that:

- ✓ The Chamber Business Expo is this weekend. He has 14 volunteers to help out over the weekend.

**Chancellor's Report
(11.4) con't**

Dr. Van Hook:

- ✓ Announced that Dr. Gribbons' new baby was born Saturday, October 4. Luke Christopher weighed in at 8 lbs. 7 oz, and was 23 inches long. Congratulations to the Gribbons family.
- ✓ Presented a picture show, which highlighted the following:
 - Junior High Summer Institute
 - New Faculty Reception
 - 'Thank You' lunch for the people who helped put the Accreditation Self-Study document together
 - Geology/Geography Dreamtime Meeting
 - Tour of University Center with UC Partners
 - Events in the PAC (Bill Medley, Capitol Steps)
 - Antique Market at COC
 - President's Circle lunch
 - Susan Egan working with our theatre students
 - Her visit to North County Campus at Cuesta College with Dr. Maloney
 - "Tweaksters" in the PAC performing for young children through a special arts education program
 - 3rd Annual Entrepreneur's Conference

- Job Fair in Canyon Country Campus
- NCSPOD conference in Reno (where COC will receive the 2008 Innovation Award for the LEAP program)
- Update on the Cafeteria and the remodeling project
- COC Athletic Teams
- Welcome to our new bookstore manager, Ms. Stephanie Hartley

**Chancellor's Report
(11.4) con't**

Mr. Cardenas introduced his friend, Justin, who was present in the audience. Justin noted he enjoyed the meeting more than he thought he would. Furthermore:

- ✓ ASG will host "Rock the Vote" events. One will be outside of the library, the other outside the Student Center and will be on October 20th. He asked if any Board members would like to assist in barbecuing hot dogs and hamburgers around lunchtime on that date.

**Reports by Student
Trustee, Staff
Members, and Board
Members
(11.5)**

Mr. Wilk added that:

- ✓ He will be helping at the Chamber Expo event over the weekend. If anyone has an extra hour or two to help, please contact John McElwain.
- ✓ He was glad to hear of the BA degree we are planning in paralegal. He went to Law Day and noted we have a very diversified legal community in the SCV.

Ms. MacGregor noted that:

- ✓ Mr. Tichenor and Mr. Fortine have not had their professional pictures taken yet.
- ✓ She received an email from Ms. Leslie Carr regarding the Board's FLEX workshop next February, so it is in the works and more details will come later.
- ✓ The first Board office hour is scheduled for November 5th at 3pm. The location will be announced at a later date.
- ✓ A complete set of new law books were offered by someone in the community and the shelving that holds them. Dr. Capet will get the information from Ms. MacGregor and will put them in touch with Ms. Leslie Bretall.

Ms. Jenkins added that:

- ✓ She attended the ACES committee meeting in Burlingame. They had a great "new idea" session and ideas for workshops for trustees at future conferences.

Mr. Fortine noted that he:

- ✓ Attended the Canyon Theatre Guild Casino Real night.
- ✓ Attended the Leaders of Character dinner, honoring Bob Kellar, Larry Rasmussen, and Harold & Jacquie Peterson.
- ✓ Went to the SCV PTA event Meet the Candidates event.
- ✓ Attended the Entrepreneur's Conference which was great. Dr. Cox-Otto is outstanding and quite humorous.
- ✓ Had dinner with the new publisher of the Signal.

Mr. Tichenor had nothing additional to report.

- ✓ Mr. Cardenas made the request to place a discussion item on the October 22 Joint meeting agenda for a discussion on the smoking policy.
- ✓ Mr. Wilk made the following requests:
 - If the Hart District seeks an endorsement for Measure SA, he would like Superintendent Castellanoes to be a presenter.
 - A discussion amongst the Board members about televising our Board meetings.
 - A future report regarding the compliance of all Board members with AP 6396.

**Requests/Recap of
Requests Made During
the Meeting By Board
Members to Have an
Item on a Future
Agenda
(11.7)**

President Tichenor announced the next meeting will be a Joint Meeting with the ASG Officers on Wednesday, October 22, 2008. The meeting will begin at 1:00pm in HSLH 137. If necessary, a short Business meeting will follow at approximately 3:30pm.

Announcement of Next Meeting (10/22/08) and Adjournment (12)

There being no further business, the meeting was adjourned at 9:58 p.m.

Mr. Scott Thomas Wilk, 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 _____