

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

**BUSINESS MEETING (at Canyon Country Campus)**  
**WEDNESDAY, NOVEMBER 7, 2007**  
**MINUTES**

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, November 7, 2007, by President Michele Jenkins, in Room 200, Canyon Country Campus, College of the Canyons, 17200 Sierra Highway, 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 (arrived at 6:30 pm)  
Mr. Steven Vanover, Student Trustee

Others Present: Dr. Dianne Van Hook, Superintendent-President  
Dr. Mitjl Capet, Assistant Superintendent/Vice President, Instruction  
Dr. Michael Wilding, Assistant Superintendent/VP, Student Services (departed 6:15pm)  
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  
Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Special Presenters: Mr. David Andrus, Esq., Asst. Professor, Political Science (Model UN Program)  
Dr. Pamela Brogdon-Wynne, Director, EOPS/CARE/CalWORKS  
Dr. Dena Maloney, Founding Dean, Canyon Country Campus  
Ms. Diane Stewart, Dean, Early Childhood Education and Training Programs

President Jenkins declared a quorum and called the meeting to order at 4:35 p.m.  
The Board moved to Closed Session in Room 200, Canyon Country Campus.

**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 and Wilding.

The Board returned from Closed Session at 5:20 pm, announcing that no action had been taken. The meeting was temporarily adjourned for a reception for Canyon Country Campus faculty, staff, students, and community members in Room 201 from 5:15 to 6:30pm. The Board then reconvened their meeting with Open Session beginning at 6:30 p.m. in Room 200.

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

**Flag Salute  
(1.3)**

President Jenkins welcomed all present to the first meeting at the Canyon Country Campus, and invited members of the audience desiring to address the Board to so indicate and they would be recognized. She asked the members of the audience to introduce themselves.

**Welcome Guests  
(1.4)**

Ms. Jenkins announced that Item 6.6 was being pulled from the agenda. The Board moved approval of the Agenda for the meeting (with the additional information presented for Item 7.1).

**Approval of Agenda  
(1.5)**

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

The Board moved approval of the minutes for October 24, 2007.

**Approval of Minutes  
(10/24/07)  
(1.6)**

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

Mr. David Andrus, Asst. Professor, Political Science and coordinator of the Model UN program was on hand to provide highlights of the Model UN students' recent experiences and accomplishments at their conference. There was a brief question and answer period. Handouts were distributed by Mr. Andrus which are hereby made a part of these minutes as if fully set forth herein. The Board and Dr. Van Hook thanked and congratulated Mr. Andrus on the accomplishments of the department and the Model UN program.

**Recognition/Up Close  
(1.7)**

Ms. Jenkins noted that Ms. Jo Ellen Rismanchi, who was present in the audience, was an integral part of the CCC Advisory Committee and helped to put together the History DVD for the Opening Celebration.

The Board moved approval of the Consent Calendar (with the additional information presented for Item 7.1) as noted below:

**Consent Calendar  
(2)**

- 3.1 Approval of New and Modified Courses and Programs
- 3.2 Approval of Agreement Between the Santa Clarita Community College District and Cerritos College CACT
- 3.3 Approval of Agreement Between the Santa Clarita Community College District and the School and Business Alliance (William S. Hart Union High School District)
- 5.1 Approval of Purchase Order Schedule PO 07/08-04
- 5.2 Approval of Travel Authorizations Schedule T 07/08-5
- 5.3 Approval of Quarterly Financial Status Report: Quarter Ended September 30, 2007
- 5.4 Approval/Ratification of Interfund Transfers
- 5.5 Approval of Agreement Renewal Between Santa Clarita Community College District and Canyons Aquatic Club
- 5.6 Approval of Agreement with Mutual of Omaha Life Insurance Company for SERP
- 6.1 Approval of Notices of Completion for Laboratory Expansion Construction Project (Aliso Hall/ Laboratory)
- 7.1 Approval of Personnel Schedule PERS 2007/2008-08
- 7.2 Approval of Classified Administrator Employment Contract for Grant and Categorical Accounting Manager
- 7.3 Approval of Classified Administrator Employment Contract for Custodial Shift Supervisor (Graveyard Shift)
- 8.1 Approval of a New Contract Agreement with Datatel Inc. for the License of Active Campus Portal and On-Going Maintenance

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

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.

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

**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)**

Dr. Van Hook introduced Dr. Brogdon-Wynne. Dr. Brogdon-Wynne noted the annual Holiday Book Festival will be held on December 1 and she appreciates having the Board members involved in this event. Two EOPS students addressed the Board about their experiences in the EOPS program, Mr. Joe Yamauchi and Ms. Darlene Cannata. The Board thanked the students for sharing their stories and congratulated them on their accomplishments. The Board moved Adoption of EOPS and CARE Budgets and Project Plan for 2007-2008.

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

**Adoption of EOPS and CARE Budgets and Project Plan for 2007-2008  
(4.1)**

The Board moved Approval/Ratification of Budget Transfers.

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

**Approval/Ratification of Budget Transfers  
(5.7)**

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

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

The Board moved Ratification of Contract for Security Services for Canyon Country Campus Construction Project (Construction Protective Services, Inc.).

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

**Ratification of Contract for Security Services for Canyon Country Campus Construction Project (Construction Protective Services, Inc.)  
(6.2)**

The Board moved Approval of Change Orders for Canyon Country Campus Construction Project.

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

**Approval of Change Orders for Canyon Country Campus Construction Project  
(6.3)**

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

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

**Approval of Change Orders for the Classroom/High Tech Center Construction Project (Hasley Hall)  
(6.4)**

The Board moved Approval of Addendum #01 to Construction Management Services Contract for PE Addition and Tennis Courts Construction Project (Klassen Corporation).

Motion: MacGregor

Second: Fortine

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

**Approval of Addendum #01 to Construction Management Services Contract for PE Addition and Tennis Courts Construction Project (Klassen Corporation) (6.5)**

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

**Approval of Award of Contracts for the University Center Construction Project (6.6)**

The Board discussed their goals for 2007-08, noting that there needs to be significant discussion for goal numbers 6, 9 and 10. The Board decided to address these at their second meeting in February 2008.

**Approval of the Santa Clarita Community College District Board of Trustees' Goals for 2007-08 (10.1)**

The Board moved Approval of the Santa Clarita Community College District Board of Trustees' Goals for 2007-08.

Motion: Wilk

Second: MacGregor

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

Dr. Van Hook complimented Dr. Dena Maloney on her accomplishment of moving into the Canyon Country Campus. Since then, she has approached it logically, attending to every detail (she treated it as a business plan). Dr. Van Hook noted she handled it impeccably, remaining calm, steady, strong and open-minded. Being the only administrator at CCC,. Dr. Van Hook added she is thrilled with Dr. Maloney's success getting this campus off the ground. Dr. Maloney thanked Dr. Van Hook and the Board for having a meeting at the CCC.

**Update on the Canyon Country Campus (10.2)**

Dr. Maloney provided an overview and update on the Canyon Country Campus, discussing our enrollment, highlights of our plans for future classes, expansion of non-credit and community education classes, technology and facilities, programs and activities on campus, and the creation of student life on campus (incorporating ASG activities, Cougar Mentor programs/events, and Campus Escort programs.)

Ms. Diane Stewart noted this is the beginning of the 25<sup>th</sup> year of the Early Childhood Education (ECE) program at COC. She thanked the Board for their support of this program for these years, and provided an overview of the completion of the ECE at CCC and their plans for this program and the center.

There was a question and answer period. The Board thanked Dr. Maloney and Ms. Stewart for their presentations and dedication to this new endeavor. This presentation is hereby made a part of these minutes as if fully set forth herein.

Dr. Van Hook noted that:

- ✓ We are working with Congressman McKeon on some congressional legislation.
- ✓ On November 28, Mr. Erik Skinner (Vice Chancellor, Fiscal Policy, Chancellor's Office), will be on campus for the Hasley Hall ribbon cutting and to tour both campuses. He will have lunch with Dr. Gribbons, Ms. Coleal and Executive Cabinet members to discuss the impact of fiscal formulas on local district operations. Mr. Skinner has never visited a community college campus and asked if he could do so at COC.

**Update on Legislation (10.3)**

Ms. MacGregor noted we will wait anxiously for any possible impact from the article in the paper today regarding the Governor's statement on the 10% cutbacks to all departments, including education. Ms. Coleal noted these cuts may be a precursor as an exercise to getting people to think about where they can cut and consolidate if needed.

**Update on Legislation  
(10.3) (con't)**

Mr. Dermody was not present.

**Academic Senate  
Report  
(11.1)**

Ms. Mayer noted that:

- ✓ There were many people involved in helping to make this meeting at the CCC site a success, and she appreciated their help. They include Dr. Maloney, her assistant Jamie Milteer, Shawn Irwin, Robin Williams, Be Phan, John Green, Lenore Marta, Eric Harnish, the custodians at the CCC site and many others.
- ✓ She will be attending the CCLC conference and a workshop on BoardDocs, a company that specializes in on-line Board agendas.

**Classified Coordinating  
Council Report  
(11.2)**

Ms. Fiero noted that:

- ✓ She noted the Board's goal on diversity is something she is looking forward to developing, as it aligns nicely with the master plan for Human Resources.
- ✓ She traveled to Buffalo for the NCSPOD Conference for the awards to be given to our Professional Development program. Ms. Carr did an excellent job in her presentation and Ms. Fiero showed the award she had received. We are lucky to have Dr. Van Hook's leadership and a full-time person to run our program. She also noted that many people wanted to shake the COC's representatives' hands, talk to us, and that the state of Alabama tried to secure Dr. Van Hook's assistance to develop a statewide plan!
- ✓ She attended the ACHRO Conference in Cathedral City, where they had some great speakers and good information on program plans and diversity. She will distribute some of these plans to the Board so they can see what others are doing.
- ✓ Several campus people attended the President's Circle dinner and the Cabaret play, hosted by our Foundation, as well as the Leaders of Character dinner, where Roger and Dianne Van Hook were one of the honorees for the evening. Both events were wonderful.
- ✓ She helped with Ms. Gloria Mercado-Fortine's successful re-election to the Hart District Governing Board.

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

Dr. Gribbons added that:

- ✓ He traveled to Washington DC and met with labor folks and staff from Senator Feinstein's office.
- ✓ We just submitted a grant on nanotechnology. We had two awards – one in the final stages, and one from the state for programming. There is also another opportunity in the spring for construction, especially related to energy and green technology use (sustainability).
- ✓ We are trying to get the state system office involved in our appropriations request this year, as everyone expressed this would be a key to getting Senators Feinstein or Boxer involved in the effort.
- ✓ Next week, he will travel to Sacramento with Ms. Coleal to meet with Mr. Skinner.
- ✓ He met with CSU Bakersfield regarding the University Center, and this month, he will be taking another step towards securing new programs from Fresno and UCLA extension to be offered at the Center.

Dr. Capet noted that:

- ✓ He is also excited by the Board's goals, as a lot of our future will depend on college readiness skills of our students. We are putting a lot of energy into this and have several groups meeting on campus to discuss opinions and working to get it across the curriculum.

- ✓ He was chosen to be a reader for the Basic Skills Grants. He will travel to Sacramento for two days to see the first set of schools who are putting in for programming money and he will bring back some ideas to share with our groups.
- ✓ He attended the CIO conference in Monterey last week.

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

Ms. Coleal announced that:

- ✓ The new grant and categorical accounting manager has been a tremendous asset to their department. She thanked the Board for their approval of this person, as she is providing much needed help.
- ✓ She attended the ACBO conference in San Jose. The seminars about GASBY were very informative, especially on bond issuance.
- ✓ The Economic Outlook was presented by Robert Turnage. They felt confident we will have COLA for the colleges, but they are not sure about growth.

Dr. Van Hook noted that:

- ✓ The invitations to the Hasley Hall Ribbon Cutting will be mailed this week for the event on November 28<sup>th</sup>. As mentioned, Mr. Skinner will be coming to this also. The Chancellor's Office has gone through a lot of changes recently, and we are looking forward to hosting him at our College.
- ✓ Mr. Ernie Moreno, a former COC trustee, was in the audience at the LACCD for their kickoff presentation on leadership, and sends his good wishes. She sat on a panel at their first meeting. She also met Marcy Drummond, who is VP of Institutional Advancement at LA Trade Tech. She is aggressive in grant writing and invited us to send staff to a brainstorming/planning session to get some collaboration going between us, as we can help each other in many ways.
- ✓ The COC Foundation Board is holding a retreat on November 16. She cannot attend, but they will talk about implementation of their strategic plan.
- ✓ The Three Divas will be in the PAC on November 30<sup>th</sup>.
- ✓ All 4 of the dance concerts for this weekend are sold out.
- ✓ The Football team will travel to Bakersfield this Saturday. We will be in a Bowl Game, and the next few games will determine which one.
- ✓ She met with representatives of our Sustainable Development Committee to help them with some fundraising ideas for the "Focus the Nation" conference which will be held at COC on January 31 and February 1, 2008..
- ✓ Earlier tonight, COC received the Community College Facilities Coalition (CCFC) award for our PAC. We received the Award of Merit for Design and Implementation. There was only one winner in the state to receive this award. Mr. Schrage is at the event to receive the award.
- ✓ CSU has now, legislatively, reviewed approvals to offer doctorate degrees in education. We are working with the head of the program at CSU Long Beach to see if we can develop a plan to bring the "community college" doctorate in education to our University Center.
- ✓ Next Friday, she will be doing a workshop at the CCLC conference for a Leadership session hosted by 4CSD for Professional Development group programs.

Mr. Vanover reported that:

- ✓ He will attend the CCLC conference next week.
- ✓ A main topic with the ASG is Canyon Country Campus and figuring out what they need to do to incorporate this new campus in with the Valencia campus.
- ✓ He had the pleasure to present an advocacy workshop at the CCCSAA (California Community College Student Activities Association) Conference.
- ✓ The ASG withdrew from the Statewide student senate today. They felt there were a few issues with the way they were conducting themselves.
- ✓ They will be talking about the Community College Initiative and their plans for this initiative. He thanked Mr. Wilk for his donation.

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

Mr. Wilk had nothing to report.

Mr. Fortine noted that:

- ✓ He attended the Leaders of Character dinner, noting it was a great event. It was nice to see Mr. and Dr. Van Hook get this award. Mr. Van Hook was delightful in his speech and he congratulated Dr. Van Hook again for the award.
- ✓ The Sustainability Development Committee put on a workshop on China last week. It was well attended and they did a great job. They are a forward thinking group with great leaders.
- ✓ He attended the Real Estate and Economic Development conference.
- ✓ The Zonta roast (honoring Mr. Mike Berger) was great, and he deserved the accolades of the group.
- ✓ He and Dr. Van Hook are on advisory committee for AT&T Classic Golf Tournament.
- ✓ He hosted and Mr. Paul De La Cerda (SBDC) hosted a meeting this morning for the AT&T people and it was also very productive.
- ✓ He appreciated everyone's support to his wife's recent re-election campaign.

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

Ms. MacGregor noted that:

- ✓ The Scholarly presentation will be on November 20 in the PAC.
- ✓ She attended the Zonta Roast and the Leaders of Character dinner. It was an honor to be there for Dr. and Mr. Van Hook, as well as the other honorees Carl and Geri Goldman (in light of their work with the recent fires) and Jim Ventress.
- ✓ She thanked Dr. Maloney for helping to host our meeting at the new campus.

Mr. Tichenor:

- ✓ Extended his congratulations to Mr. Fortine, Ms. Jenkins and Mr. Wilk for their re-election (unopposed) to the Board.
- ✓ Also congratulated Dr. and Mr. Van Hook for their recent award.

Ms. Jenkins added that:

- ✓ The Leaders of Character dinner really was great.

Dr. Brogdon-Wynne added that the Heritage Committee is having their potluck tomorrow at noon in the PAC. Anyone is welcome to attend.

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

The following requests were noted:

- ✓ An update of the costs of the Canyon Country Campus.
- ✓ A future agenda item for the 3 Board goals to appear in February 2008.

**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 held on Wednesday, December 5, 2007 and will be the Organizational/Business meeting. Closed Session will start at 5:00pm and Open Session will begin at 6:30pm. This meeting may be held in the new Board Room in Hasley Hall. If not, we will hold it in the Staff Dining Room. There being no further business, the meeting was adjourned at 9:10 p.m.

**Announcement of Next  
Meeting (12/05/07) and  
Adjournment  
(12)**

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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