

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, NOVEMBER 12, 2008
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, November 12, 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. 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
Dr. Barry Gribbons, Assistant Superintendent/VP, Institutional Development, Technology
and Online Services
Mr. Michael Dermody, President, Academic Senate (departed 9:15pm)
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
Ms. Sue Bozman, VP, District Communication, Marketing & External Relations
Dr. Dena Maloney, Founding Dean, Canyon Country Campus
Dr. Pamela Brogdon-Wynne, Director, EOPS/CARE (departed 7:35 pm)
Ms. Audrey Green, Dean, Program Development, VTEA, and Community Extension
(departed 8:25pm)
Mr. Dave LeBarron, Director of Curriculum, William S. Hart Union High School District
(departed 8:25pm)
Mr. Chris Blakey, President, COCFA
Mr. John Makevich, Classified Senate (arrived 7:57pm)

President Tichenor declared a quorum and called the meeting to order at 5:36 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)**

- 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
Part Time Faculty United-AFT Local 6262
(pursuant to Government Code §54957.6)

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

The Board returned to Open Session at 6:49 pm, and Mr. Tichenor announced no action had been taken in Closed Session.

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

**Flag Salute
(1.3)**

The Board moved approval of the agenda for November 12th with the revision of the contract for Item 3.2, and the additional information presented for Item 7.1.

**Approval of Agenda
(1.4)**

Motion: Jenkins Second: Wilk Record of Board Vote: 5-0
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
(1.5)**

The Board moved approval of the minutes of October 8 and October 22, 2008.

**Approval of Minutes
(10/8/08 and 10/22/08)
(1.6)**

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

Dr. Van Hook recognized.

- Dr. Kathy Alfano who provided information to the Board regarding the National Science Foundation CREATE/ATE Grant. She distributed an Evaluation Brief (#29) on this grant and discussed her goals for the grant and the program. The Board and Dr. Van Hook thanked Dr. Alfano for her dedication to this program.

**Recognition/Up Close
(1.7)**

Ms. MacGregor removed Item 4.1 from the Consent Calendar for separate approval, and Dr. Pamela Brogdon-Wynne was present for this item. She discussed the EOPS program, and introduced two students from EOPS who addressed the Board and shared their personal stories (Ms. Kristy Robinson and Ms Carla Franco). Ms. MacGregor thanked Dr. Brogdon-Wynne and noted her admiration not only her, but also the students and this wonderful program.

**Approval of Adoption
of EOPS and CARE
Budgets and Project
Plan for 2008-2009
(4.1)**

The Board moved Approval of Adoption of EOPS and CARE Budgets and Project Plan for 2008-2009.

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

Mr. Schrage showed photos of the University Center, highlighting the center planter and landscape design plans (Items 6.6 and 6.7). The Board moved approval of the remainder of the Consent Calendar with the corrected contract for Item 3.2 and the additional information provided for Item 7.1 as follows:

**Consent Calendar
(2)**

- 3.1 Approval of Agreement Between the Santa Clarita Community College District and Excel Meetings and Events for Economic and Workforce Development Conference
- 3.2 Approval of Contract Between Santa Clarita Community College District and *LeonardoWorld LLC* for Educational Travel, Winter 2009 (Argentina and Uruguay)
- 5.1 Approval of Purchase Order Schedule PO 08/09-04
- 5.2 Approval of Travel Authorizations Schedule T 08/09-10
- 5.3 Approval/Ratification of Interfund Transfers
- 5.4 Approval of Quarterly Financial Status Report: Quarter Ended September 30, 2008

- 5.5 Ratification of Agreement Between Santa Clarita Community College District and Atkinson, Andelson, Loya, Ruud & Romo for Legal Services
- 6.1 Approval of Notices of Completion for the Hasley Hall Construction Project (Classroom High/Tech Project)
- 6.2 Approval of Notice of Completion for Monument Sign at Canyon Country Campus (Vomar Products, Inc.)
- 6.3 Approval of Notices of Completion for the PE Addition & Tennis Courts Construction Project
- 6.4 Approval of Surplus District Property Other Than Land Under Board Policy 6550 (Miscellaneous)
- 6.5 Approval of Contract for Dr. Dianne G. Van Hook University Center Construction Project (Sierra School Equipment Company – Power and Data Capability)
- 6.6 Approval of Contract for Dr. Dianne G. Van Hook University Center Construction Project (Center Planter Design)
- 6.7 Approval of Contract for Dr. Dianne G. Van Hook University Center Construction Project (Building Landscape Design)
- 6.8 Approval of Notice of Completion for the Dr. Dianne G. Van Hook University Center (HPS Mechanical)
- 7.1 Approval of Personnel Schedule PERS 2008/2009-8
- 8.1 Approval of Agreement Between Santa Clarita Community College District and Ex Librus (USA), Incorporated for Voyager Library Catalog Software
- 8.2 Approval to Surplus Property Other than Land in Accordance with Board Policy 6550 (Computers/AV Equipment)
- 8.3 Approval of Amendment to Continue the Memorandum of Understanding Between the Santa Clarita Community College District and Dowden Associates, Inc. for Consulting Services on Title III
- 8.4 Approval of Co-Location Lease Agreement Between Santa Clarita Community College District and NE Systems, Inc.
- 8.5 Approval of Energy Project Agreement Between Santa Clarita Community College District and Southern California Edison

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

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

Dr. Van Hook introduced Mr. Keith Rypka who appeared on Item 7.1 for approval as the Director, Center for Applied Competitive Technologies. She also noted Mr. Paul De La Cerda's resignation was on the agenda, and he was present in the audience. She congratulated both of these individuals and wished them good luck. Mr. De La Cerda thanked Dr. Van Hook and the Board for their support during his time at the Small Business Development Center. In particular, he thanked Dr. Maloney for her help and expertise, and Mr. Fortine and his wife for their support when he moved back into this community.

Mr. Schrage also showed some aerial photographs of the University Center as illustration of the work being done for Item 6.6 and 6.7 (Center Planter Design and Landscape).

This item was moved forward on the agenda, as Mr. Len Mohny was present to answer questions from the Board. He noted we are excited about this upgrade to the locker rooms. The Board moved Approval of Contract for the PE West Team Locker Room (John Pence Building Specialties, Inc.).

**Approval of Contract
for the PE West Team
Locker Room (John
Pence Building
Specialties, Inc.)
(6.11)**

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

Mr. Mohny also noted our Hall of Fame Dinner will be held on January 22, 2009 in the new PE East building.

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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.

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 (3.3)

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

Dr. Van Hook introduced Ms. Audrey Green and Mr. Dave LeBarron who presented a PowerPoint presentation about Career Technical Education (CTE). Ms. Green highlighted CTE and why it is critical to addressing California's workforce challenges, some of the new COC programs we have to meet regional needs and some of our activities with partners including Tech Prep and Community Collaboratives. There was a short question and answer period. This presentation is made a part of these minutes as if fully set forth herein.

Career Technical Education Presentation (3.4)

The Board moved Approval of the Academic Calendar for 2009-2010.

Approval of the Academic Calendar for 2009-2010 (4.2)

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

The Board moved Ratification of the Master Electricity Supply Agreement Between Santa Clarita Community College District and Constellation NewEnergy.

Ratification of Master Electricity Supply Agreement Between SCCCD & Constellation NewEnergy (5.6)

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

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

Approval of Change Orders for the Hasley Hall Construction Project (Classroom/High Tech Center) (6.9)

Motion: Wilk Second: MacGregor Record of Board Vote: 5-0
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 (6.10)

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

The Board moved Ratification of Contract for Hasley Hall Signage Upgrade (Neiman and Company).

Ratification of Contract for Hasley Hall Signage Upgrade (Neiman and Company) (6.12)

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

The Board moved Approval of Business Services Policy BP6302 (Cell Phones), Second Reading.

Approval of Business Services Policy BP6302 (Cell Phones), Second Reading (9.1)

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

Dr. Van Hook noted that:

- She had a new *“What They’re Saying...”* (written by Mr. Eric Harnish), which she distributed and briefly highlighted the key issues included therein, including the Governor’s special session and our visit yesterday with Senator Runner.
- She distributed new Talking Points on California’s Budget Deficit and its impact on COC. We look forward to seeing what the Legislative Analyst’s Office (LAO) will accomplish during their special session over the next 19 days.

**Update on Legislation
(10.1)**

Mr. Cardenas added that the ASG officers have just received the information from the LAO and will be talking more about it at their next meeting.

Mr. Dermody noted that:

- The Academic Senate and campus is excited that the Accreditation process has been completed.
- They are now cleaning up the curriculum development process, credit/non-credit, internal transfer process and they will receive a presentation from Ms. Fiero on Schedule 25 software for class/room assignments.

**Academic Senate
Report
(11.1)**

Mr. John Makevich from the Classified Senate announced:

- He and their officers thanked Dr. Van Hook for recently making time to talk about new ideas for the Classified Senate.
- He appreciates Dr. Van Hook’s and the Board members’ support for him and Dennis Lettau to attend the CCLC Conference and a Senate workshop being held in Anaheim.
- The craft fair will be held November 22 and 23. They have approximately 30 vendors planning to attend.

**Classified Senate
Report
(11.2)**

Ms. Jenkins noted she was not able to attend the executive committee liaison meeting last week.

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

Ms. Fiero noted that:

- The Instruction Office has been very busy. They are currently doing special population registration.
- The Schedule 25 software is scheduling software that takes into account special preferences and requirements for rooms for each class to be held.

**Chancellor’s Report
(11.4)**

Dr. Wilding announced that:

- Tomorrow is the “Great Southern California Shakeout” and we have many people who have worked hard to make our mock earthquake and evacuation a success. We will test our emergency notification system at this time, and are encouraging everyone to look around their areas to ascertain what problems they might encounter in a real earthquake in order to help us be prepared. Dr. Van Hook thanked Dr. Wilding for coordinating this effort.

Dr. Gribbons noted that:

- Senator Feinstein’s field representative will be visiting the College on Friday.
- He will be hosting an online demonstration of the Academic Program Review tomorrow for Long Beach City College.
- We are conducting focus groups to determine industry needs and tomorrow. The first one will be on the construction trades.

Ms. Coleal noted that:

- Donna Haywood has been working with Computer Support Services to integrate an online budget development process with the new online program review process.
- There are 60 grants currently being worked on in Fiscal Services.

- She thanked Mr. Dermody for his help in working with the faculty to send out a survey to the Academic Senate to develop ideas for textbook affordability.

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

Mr. Schrage announced he:

- Traveled to the CCFC conference last week. The community college system passed \$5.8 billion dollars in bonds. Not one community college bond failed!

Dr. Maloney announced that:

- As a result of activities on campus, they have two representatives from CCC on ASG and plan to get more student activities going.
- She met with the Deans of Off Campus Centers at the Vallejo Center (Solano Community College District). It was a great meeting, and they discussed the idea of starting a group at the CCLC conference for Southern California Deans who will meet and become a part of the larger statewide group from Northern California.

Ms Bozman added that:

- We had a very successful drive-thru flu clinic last week and got a lot of great press as well.

Dr. Van Hook:

- Noted that the Radio Television Video & Film department (RTVF) provided her with a short compilation of Election Night video coverage they did for Cougar News (Channel 20). This video was shown at the meeting.
 - Presented a picture show, which highlighted the following:
 - LEAP – follow-up session – October 17th
 - President's Circle Dinner – October 18th
 - Major Quest – October 21st
 - University Center Donor Open House – October 22nd
 - NCSPOD Conference in Reno, NV – October 24th
 - Library Associates "In Good Taste" event – October 25th
 - Cougar Café is up and running with lots of students
 - Halloween parties for COC staff and kids under 5 years old
 - Diavolo performance in the PAC, including a show for junior high students and the opportunity for them to work with our Master Dance Classes at COC.
 - Drive-thru Flu Shot clinic – November 7th
 - Canyon Country Campus Monument Signs and the plans for the future site of the Applied Technology Education Center
 - Athletic Update on our Cougar sports teams
 - Classroom Visits for fall 2008
 - A visit from Mr. Dale Smith, retired faculty member
 - Senator Runner's visit to the Canyon Country Campus on November 11th
 - A recognition to our grounds staff, who keep our campus so beautiful!

Mr. Cardenas noted that:

- ASG will host the CCC fall festival tomorrow from 11-12:30pm.
- The Toys for Tots drive will start tomorrow and run through December 4th. They will collect toys in the student center and around the community.
- This year's All American Smoke Out is November 20th from 10-1pm on campus to raise awareness of the impact smoking has on ones health.

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

Mr. Wilk added that:

- He volunteered time at Chamber Expo and he was working with the computer information technology group. They were very energetic and he enjoyed his time there.
- He thanked the Public Information Office for adding the Board to the Press Release distribution list.

Ms. MacGregor:

- Offered her thanks from the Board to the entire staff and college for their work on the Accreditation Team Visit. She was thrilled with the report, and enjoyed her participation during the team's visit to our campus.
- Thanked Mr. Schrage and his staff for having the handrails put up in the PAC. She noted they will be a big help for many people, including our volunteers.
- Requested information about the requirements we might have for students who come to COC from home schooling. Ms. Bozman noted she would look into it and send the information to the Board.
- Toured the Sulphur Springs new District Office, which is 18,000 square feet.
- Announced she would be attending the Scholarship presentation meeting.
- Complimented Dr. Maloney on the "First Year in Review from CCC" publication.
- Noted that the recent CCLC publication has a group photo of the student trustees from their workshop in August, and Mr. Cardenas can be seen front and center.

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

Ms. Jenkins added that:

- Last Friday, she attended the Zonta Roast at the Odyssey Restaurant. She worked with Ms. Mayer and Ms. Kristianne Toledo in Student Development to have a College Ambassador attend this event as well. Mr. Cardenas also attended, and the impact of having students at these events is tremendous.

Mr. Fortine had nothing additional to report.

Mr. Tichenor noted that:

- He spent a night in the hospital recently (and he is fine), but he was constantly being helped by nurses who were COC students and/or graduates of our nursing program. They were wonderful and he was very proud of them.

None.

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

Ms. MacGregor requested:

- An information item about the public access TV Station with the City of Santa Clarita and our instructor's involvement, especially with the turn-over with Time Warner.

**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 our yearly Organizational/Business meeting on Wednesday, December 3, 2008. The meeting will begin at 5:00pm in HSLH 137 with Closed Session, followed by Open Session at 6:30 pm.

**Announcement of Next
Meeting (12/03/08) and
Adjournment
(12)**

There being no further business, the meeting was adjourned at 9:31 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 _____