

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, JANUARY 17, 2007
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, January 17, 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: Mrs. Michele R. Jenkins
Mrs. Joan W. MacGregor
Mr. Ernest L. Tichenor
Mr. Scott Thomas Wilk
Mr. Steve Pemberton, Student Trustee

Members Absent: Mr. Bruce D. Fortine (out of town)

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
Dr. Barry Gribbons, VP, Institutional Development, Technology & Online Services/ Interim
Asst Superintendent (departed 8:28pm, returned 8:57pm)
Ms. Sharlene Coleal, Vice President, Business Services
Ms. Diane Fiero, Vice President, Human Resources
Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Special Guests: Ms. Karen Schmidt, Theatre Manager
Ms. Deborah Rio, Dean, Enrollment Services
Ms. Jasmine Ruys, Director, Admissions & Records and Online Services
Mr. Kevin Holmes, Chair, COC Foundation Board of Directors (arrived 7:53pm, departed
8:28pm)
Ms. Heidi White, Auditor, Vavrinek, Trine, Day & Co., LLP (arrived 8:14pm, departed
9:20pm)

President Jenkins declared a quorum and called the meeting to order at 5:06 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 Legal Counsel – Anticipated Litigation
One Case
(pursuant to Government Code §54956.9)
- 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 Capet, Coleal, Fiero, Gribbons, Jenkins, MacGregor, Tichenor, Van Hook, Wilding and Wilk. Mr. Steve Harber (Attorney, District representative) was present by teleconference for Item 1.2a.

The Board returned to Open Session in the Staff Dining Room at 6:42 p.m. President Jenkins announced the Board took no action in Closed Session.

President Jenkins asked Mr. Pemberton 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) as follows:

**Approval of Agenda
(1.5)**

Motion: MacGregor Second: Tichenor Record of Board Vote: 4-0
Student Opinion: Aye

The Board moved approval for the minutes of 12/6/06 as follows:

**Approval of Minutes
(12/06/06)
(1.6)**

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

- Ms. Jenkins recognized Ms. Karen Schmidt, Theatre Manager, who will be leaving the District for another job in Las Vegas. The Board presented her with a written commendation and flowers, noting her commitment and dedication to the Performing Arts Center (PAC) from the very beginning. Ms. Schmidt thanked the Board and administration for their support in opening the PAC, noting the College has built many bridges and partnerships in the community since the inception of the PAC. She thanked them for the opportunity to learn and grow with the College. She also recognized the team of people that work with her, noting they are talented, hard working individuals who help make the PAC better every season. Dr. Van Hook thanked Ms. Schmidt for her insight, foresight, and determination to make COC's new PAC an important and integral part of this community.
- Dr. Van Hook noted that January 24 will be Ms. Jenkins' birthday and led the audience and Board in singing to her.
- Dr. Wilding introduced Ms. Deborah Rio (Dean, Enrollment Services) and Ms. Jasmine Ruys (Director, Admissions & Records and Online Services) who presented a PowerPoint which provided an overview of the training process, procedures, challenges, and accomplishments for the Admissions & Records staff as the first contact many of our students have with COC. This presentation is hereby made a part of these minutes as if fully set forth herein. The Board thanked the A&R staff for their ability to train their staff in such a comprehensive manner, to the benefit of our students and those that walk through this office each day.

**Recognition
(1.7)**

Ms. MacGregor requested that Item 7.1 be removed from the Consent Calendar for separate approval. The Board moved approval of the remainder of the Consent Calendar as noted below:

**Consent Calendar
(2)**

- 3.1 Approval of New and Modified Courses and Programs
- 3.2 Approval of Contract Between Santa Clarita Community College District and *All Celebrity Travel of Valencia* (Educational Travel, Spring 2007)
- 4.1 Approval of Surplus District Property Other than Land Under Board Policy 707 (Campus Safety Bicycles)
- 4.2 Approval of Contract Extension Between Santa Clarita Community College District and Cynosure New Media, Inc. to January 31, 2007 for Spanish Language Translation
- 5.1 Approval of Purchase Order Schedule PO 06/07-06
- 5.2 Approval of Travel Authorizations Schedule T 06/07-7
- 5.3 Approval/Ratification of Interfund Transfers
- 5.4 Approval of Mileage Rate: Increase to 48.5¢ Per Mile for Business Miles Driven Effective January 1, 2007
- 5.5 Ratification of Agreement Between Santa Clarita Community College District and Constellation NewEnergy, Inc., Electricity Service Agreement for the Period Ending June 30, 2008
- 6.1 Approval of Surplus District Property Other than Land Under Board Policy 707 (Grounds Equipment – Mowers)
- 6.2 Approval of Addendum #01 to Consultant Agreement for Geotechnical Services for the Physical Education Addition and Tennis Court Construction Project

- 6.3 Approval of Addendum #01 to Consultant Agreement for Geotechnical Services for the Central Plant Construction Project
- 6.4 Approval of Contract for Inspection Services for the Canyon Country Educational Center Construction Project
- 6.5 Approval of Energy Consulting Services Contract
- 6.6 Approval of Labor Compliance Services Contract for the Canyon Country Educational Center Construction Project
- 6.7 Approval of Contract for Equipment for Upgrade of Campus Security System
- 6.8 Approval of Change Orders for the Physical Education Addition and Tennis Courts Construction Project
- 6.9 Approval of Change Orders for the Classroom/High Tech Center Construction Project
- 6.10 Approval of Addendum #05 to Consultant Agreement for Geotechnical Services for the Canyon Country Educational Center Construction Project
- 6.11 Approval of Contract for Laboratory Expansion Construction Project
- 6.12 Approval of Change Orders for Laboratory Expansion Construction Project
- 6.13 Approval of Contract for Construction Administration of the University Center Construction Project
- 8.1 Ratification of Support Agreement Between Santa Clarita Community College District and Fortinet Inc. for Campus Computer Network Services
- 8.2 Approval of Agreement Between Santa Clarita Community College District and Mr. Joe Johnson for Grant Writing Services

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

Motion: MacGregor

Second: Wilk

Record of Board Vote: 4-0
Student Trustee: Aye

This item was removed from the Consent Calendar for separate approval. The Board noted many employees have been hired into full time status after having worked at COC as part-time/adjunct employees. The Board moved approval of Personnel Schedule PERS 2006/2007-10, with the additional information presented.

**Approval of Personnel
Schedule PERS
2006/2007-10
(7.1)**

A. ACADEMIC PERSONNEL

2. Employment – Regular

Gary Sornborger, Auto Technology Instructor, **Salary Schedule C, Column E. Step 10, (\$7,534/month).**

Louis Eguaras, Culinary Arts Instructor, interim 1 year contract, salary pending, **effective January 26, 2007.**

Kristina Davey, EOPS/CARE Counselor, **start date January 26, 2007**, salary pending.

3. Employment, Temporary Hourly as Needed

(additional names of Adjunct Instructors for Winter 2007 intersession and Spring 2007 presented)

B. CLASSIFIED PERSONNEL

2. Employment – Regular

Sharon Platz, Administrative Assistant III – Donor Relations, **Classified Represented Salary Schedule B, Range 30, Step 1, (\$3724), effective February 1, 2007.**

Carmen Gonzalez, Student Services Specialist I (EOPS/CARE) and CalWORKS), **Classified Represented Salary Schedule B, Range 16, Step 2 (\$3044/month), effective January 22, 2007.**

3. Employment – Adult Hourly – various levels

(additional name(s) presented for approval)

5. Authorization to Employ – Part-time

Correction to Board Agenda item. Administrative Specialist (MESA) should be 60% and is a grant funded position.

6. Other

g. Volunteers

(additional name(s) presented for approval)

h. Other

Juan Diaz Flores, Custodian, **verification of starting salary placement at Range 15, Step 2 (\$2980/month) of Classified Represented Salary Schedule B.**

**Approval of Personnel
Schedule PERS
2006/2007-10
(7.1) con't**

C. MANAGEMENT PERSONNEL

6. Other

Correction to Board Agenda item. Effective date of Tami Toon's reclassification should be January 18, 2007.

Motion: Tichenor

Second: Wilk

Record of Board Vote: 3-0-1
(Abstain – MacGregor)
Student Trustee: Aye

The Board moved Approval of Payments for Supplemental Services for Full-Time and Adjunct Faculty. Mr. Tichenor noted these are additional payments to full-time and adjunct faculty members for professional responsibilities completed outside of their regular teaching/contract.

**Approval of Payments
for Supplemental
Services for Full-Time
and Adjunct Faculty
(3.3)**

Motion: MacGregor

Second: Tichenor

Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Community Extension Classes for Spring 2007.

Motion: MacGregor

Second: Wilk

Record of Board Vote: 4-0
Student Trustee: Aye

**Approval of
Community Extension
Classes for Spring
2007
(3.4)**

Dr. Wilding provided an overview regarding this agreement. The Board moved Approval of Agreement Between Santa Clarita Community College District and Payphone Stations, Inc. (PSI) for Pay Phones on Campus.

Motion: MacGregor

Second: Tichenor

Record of Board Vote: 4-0
Student Trustee: Aye

**Approval of Agreement
Between Santa Clarita
Community College
District and Payphone
Stations, Inc. (PSI) for
Pay Phones on
Campus
(4.3)**

The Board moved to ratify the contract between Santa Clarita Community College District and Cynosure New Media, Inc. for the Development of an On-line Student Survival Handbook.

Motion: MacGregor

Second: Tichenor

Record of Board Vote: 4-0
Student Trustee: Aye

**Ratification of Contract
Between SCCCD and
Cynosure New Media,
Inc. for the
Development of an On-
line Student Survival
Handbook
(4.4)**

This item was moved forward on the agenda for approval. The Board moved Approval of the Memorandum of Understanding and Merit Pay Agreement Between the District and the Confidential Employees Group from July 1, 2006 to June 30, 2008.

**Approval of the MOU and Merit Pay Agreement Between the District and the Confidential Employees Group from July 1, 2006 to June 30, 2008
(7.2)**

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

Ms. Sherilyn Plevack, Administrative Assistant, Human Resources, thanked the Board, Dr. Van Hook and the negotiating team on behalf of the confidential employees for their support to the group and this 2-year MOU. The Board and Dr. Van Hook thanked Ms. Plevack (and Ms. Mary Ann Bardin, in the audience) for attending and noted their appreciation of the members of this group, as well as their flexibility, creativity, and commitment to their continued personal growth and development.

Dr. Van Hook highlighted the results of the November 2006 election, noting the level of support the College received from the voters for Measure M. Out of the 150 precincts, 147 voted at 55% + one vote or higher in favor of Measure M. The total "yes" vote of those going to the polls was 64.29%, while absentees were 59.3%, for an overall total of 62.65%, the highest in the state of the 9 community college measures on the ballot. The Board thanked everyone involved – including the community at large, for helping to pass Measure M.

**Approval of Resolution No. 2006/07-13: Resolution of the Board of Trustees of the SCCCD Entering the November 7, 2006 GO Bond Election Results into the Minutes of the Board
(5.6)**

The Board moved Approval of Resolution No. 2006/07-13: Resolution of the Board of Trustees of the Santa Clarita Community College District Entering the November 7, 2006 General Obligation Bond Election Results into the Minutes of the Board.

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

The Board moved Approval/Ratification of Budget Transfers.

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

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

The Financial Report – Month Ending November 30, 2006 was presented as information to the Board.

**Financial Report – Month Ending November 30, 2006
(5.8)**

This item (and several that follow) was moved forward on the agenda by Ms. Jenkins for approval. The Board moved Approval of Contract for Location of Modulars on the Canyon Country Campus Site with Lundgren Construction Management.

**Approval of Contract for Location of Modulars on the Canyon Country Campus Site
(6.14)**

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

The Board moved Approval to Award/Reject Contracts for Physical Education Addition as presented on the item.

**Approval to Award/Reject Contracts for Physical Education Addition
(6.15)**

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

The Board moved Approval of Resolution 2006/07-14 to Use the Design/Build Delivery Method for the Media & Fine Arts Expansion Project.

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

**Approval of Resolution
2006/07-14 to Use the
Design/Build Delivery
Method for the Media &
Fine Arts Expansion
Project
(6.16)**

The Board moved Approval of Establishment of a New Fund in the Los Angeles County Peoplesoft Financial System and the Datatel Financial System for Proceeds of the Santa Clarita Community College District General Obligation Bonds, Election of 2006, Series 2007.

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

**Approval of
Establishment of a New
Fund in the LA County
Peoplesoft Financial
System and the Datatel
Financial System for
Proceeds of the
SCCCD GO Bonds,
Election of 2006, Series
2007
(5.11)**

Ms. MacGregor asked for this item to be tabled until the next Board meeting or until after the Foundation Board has approved the agreement, which was agreed upon by the other Board members.

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

**Approval of
Amendment to Ground
Lease Between SCCC
and COC Foundation
(5.13)**

The Board moved approval of Board Policy 614: Academic Freedom, Second Reading.

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

**Approval of Board
Policy 614: Academic
Freedom, Second
Reading
(9.1)**

This item presented as information to the Board. Mr. Holmes provided an overview of the Foundation's audit report and their steps to addressing issues raised by the auditors during the last review and the progress made to a successful audit. The Board and Dr. Van Hook thanked Mr. Holmes for his leadership in this role and spending the time he has reviewing the Foundation's expenditures.

Ms. White also addressed the Board, providing an overview of the Foundation's audit report, the findings, and the corrections that were made and accomplished. Ms. Coleal credited Mr. Holmes, Ms. White, Ms. Cindy Grandgeorge, Ms. Jean Kim (CPA), Ms. Cathy Ritz and Ms. Terry LaRue for their help throughout this process. Ms. Coleal provided an overview of the commensurate return and the details of time/costs in these line items and various categories.

**Review of COC
Foundation Annual
Financial Report June
30, 2006 and 2005 and
Review of SCCC
and COC Foundation:
Schedule of
Commensurate Return
as of June 30, 2006
(5.12)**

Ms. Coleal thanked her staff for their help on the District's audit. Ms. White reviewed the District's audit and findings. She noted the Chancellor's Office updated their compliance requirements last year, particularly in the area of CalWORKS, which required a mid-year incorporation from all Districts statewide to meet specific requirements in this area, and all Districts have the same requirements. The finding for the District is not a fiscally related finding, and the District was encouraged to incorporate these adjustments on an on-going basis.

**Acceptance of SCCC
Annual Financial
Report (Audit) for FY
Ending June 30, 2006
(5.9)**

The Board moved Acceptance of Santa Clarita Community College District Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2006.

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

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Ms. White provided an overview of this report, noting there were no exceptions in the audit for the areas that were reviewed. The Board moved Acceptance of Measure C General Obligation Bonds with Independent Accountants' Report on Applying Agreed-Upon Procedures for the Fiscal Year Ending June 30, 2006.

Acceptance of Measure C GO Bonds with Independent Accountants' Report on Applying Agreed-Upon Procedures for the FY Ending 6/30/06 (5.10)

Motion: Tichenor

Second: Wilk

Record of Board Vote: 4-0
Student Trustee: Aye

Dr. Van Hook noted that:

- ✓ At the state level, there is a level of funding increase for non-credit FTES funding. Ms. Coleal provided the highlights of this new funding, and an informational memo was distributed to the Board from the ACCCA Governor's Board Workshop.
- ✓ Language for any new bills that we wish to pursue for community colleges needs to be drafted by February 16, so Executive Cabinet is reviewing last year's bills to see if any could be re-drafted for presentation to our legislators.

Update on Legislation (10.1)

Mr. Dermody was not present at the meeting.

Academic Senate Report (11.1)

Ms. Mayer had nothing to report.

Classified Coordinating Council Report (11.2)

Ms. Fiero announced that:

- ✓ This Saturday is the statewide Job Fair in Los Angeles, and the HR representatives will be present to promote our open positions from COC.
- ✓ Human Resources at COC will be launching our online application process soon.

Supt-President's Report (11.3)

Dr. Wilding announced:

- ✓ Many departments have started working on categorical program reviews.
- ✓ A&R is busy with spring 2007 registration.

Dr. Gribbons noted he has been busy with numerous meetings involving both current and prospective University Center partners. He, along with Dr. Van Hook, Dr. Capet, Ms. Zuzevich and Ms. Ritz recently talked with the Dean, UCLA Extension to determine their interest in becoming a part of the permanent center. All believe that the UCLA Extension will bring a nice compliment to the programs we already offer.

Dr. Capet announced:

- ✓ He has enjoyed making job offers to new employees who are excited to come to COC.
- ✓ His department is in the process of setting up the accreditation self-study and putting all the committees together.
- ✓ He will be hosting brown-bag lunches to provide information to staff and faculty on a variety of topics in an informal setting.

Ms. Coleal added that:

- ✓ The COC bookstore, headed by Ms. Diane Rausch, is doing great. She provided an update of the bookstore's accomplishments, including that the December buy-back resulted in \$100,000 more than the previous year. Barnes & Noble has worked to make their website user-friendly for our students to acquire their books online and have them shipped to them directly (even out of the USA for our international students). They also have a new gift area and COC insignia clothes.

Dr. Van Hook announced:

- ✓ A new “*What They’re Saying...*” written by Mr. Eric Harnish was distributed to the Board members and she highlighted the topics included in the newsletter.
- ✓ Mr. Mark Salyer, along with Ms. Andrea Slominski, continue to work on *The Theatre Project*. About 2 years ago, they began plans for this endeavor and asked if they could be housed at COC with our instructional program. They have now provided an update on their fundraising efforts and schedule preferences for the 2007/08 season. They have picked times where there is no instructional performances planned and will work with the theatre department to bring a variety of musical theater to our stage.
- ✓ The Athletic Hall of Fame Dinner on January 25 will be a great event.
- ✓ On January 25, the Economic Development Division will host a Digital Technology/ 3D Simulation demonstration in the PAC. It will be from 4:00 to 6:30pm.
- ✓ The Board of Governors, in accordance with the Governor’s proposed bond measure on the 2008 ballot, plan to move several of our projects up for approval, which could result in funding for our Library expansion, the first building at the Canyon Country Educational Center, and the A&R/Administration buildings.
- ✓ The Amgen Bicycle Tour of California is coming to Valencia, and will be riding 3 laps of the race around our area. COC will serve as a parking location for the event. We have also purchased a booth in the vendor area. The tour is expecting 100,000 people, so our involvement presents great opportunities for exposure in the media and with those in attendance. The City of Santa Clarita needs 600 volunteers, including race monitors and general assistance during this event.
- ✓ She will be meeting with Mike Murphy for breakfast on Thursday to discuss possible partnerships with the City (Canyon Country campus, the arts, economic development).
- ✓ The Department of Education was encouraged by Congressman McKeon to contact us about hosting a Textbook Summit on Monday, March 5 in the PAC from 9:00 am to 3:00pm. Part of the meeting will be a presentation on the issues associated with rising book costs, along with a brainstorming session for ideas to address these problems. It’s still in the early stages of planning and she will keep everyone posted.

Mr. Pemberton noted that he and Ms. Sara Vogler (ASG President) will be attending the CCLC Conference in Sacramento later this month.

Mr. Wilk:

- ✓ Commended Ms. Sue Bozman and the Public Information Office for continuing to get COC in the news over the holidays.
- ✓ He also thanked Mr. Jesse Munoz for his role as a reporter for The Signal.
- ✓ He added that Mr. Bill Duke provided some information to him about the challenges in education to compete in a global economy. He provided this to Ms. Mayer for any Board members and staff who may want a copy.

Ms. MacGregor noted that:

- ✓ Mr. Wilk has been nominated in at the coming Newsmaker awards.
- ✓ She will be attending the CCLC conference in Sacramento.
- ✓ She will attend an event honoring Jack O’Connell from Sulpher Springs.
- ✓ The memorial tribute for Ms. Gloria Jackson in December was a great event for a wonderful person.
- ✓ The COC holiday luncheon was very nice, as was the Foundation luncheon to honor those who donated to the University Center.
- ✓ She will be going to subcommittee meeting of the CCEC Advisory group for the Grand Opening event. If anyone has suggestions, please give them to her.

Mr. Tichenor announced:

- ✓ He will also be attending the CCLC conference in Sacramento.
- ✓ He noticed the Board did not have a FLEX workshop scheduled this time.

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

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

Ms. Jenkins added that:

- ✓ She heard a recruitment ad on the radio for Long Beach City College, which she found interesting that it would reach as far as the Santa Clarita Valley.
- ✓ She will not be able to attend the Newsmaker Awards dinner, as she will be having foot surgery that morning.
- ✓ She echoed Mr. Wilk's comments that Mr. Munoz does a wonderful job writing his column, and well as an accurate one. She noted the Board appreciates that he attends the entire meeting and it is a pleasure to have him present.
- ✓ Four of the trustees are attending the CTA Board dinner next Monday night.

None.

Ms. MacGregor asked for an update on the CCEC site, including costs and changes from our original estimates.

President Jenkins announced the next meeting will be on Wednesday, February 7, 2007. The meeting will begin at 5:00 pm with Closed Session, 6:30 pm for Open Session in the Staff Dining room.

There being no further business, the meeting was adjourned at 10:04 p.m.

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

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

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

**Announcement of Next
Meeting (02/07/07) and
Adjournment
(12)**

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

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

Entered in the proceedings of the District _____