

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

**BUSINESS MEETING**  
**WEDNESDAY, MARCH 10, 2010**  
**MINUTES**

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, March 10, 2010, by President Scott Wilk in the Board Meeting Room (HSLH-137), College of the Canyons, 26455 Rockwell Canyon Road, Valencia, California.

**Members Present:** Mr. Michael D. Berger  
Mrs. Michele R. Jenkins  
Mrs. Joan W. MacGregor  
Mr. Scott Thomas Wilk  
Mr. Nicolas Cardenas, Student Trustee

**Members Absent:** Mr. Bruce D. Fortine

**Others Present:** Dr. Dianne Van Hook, Chancellor  
Dr. Michael Wilding, Assistant Superintendent/VP, Student Services  
Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services (departed 6:41 pm)  
Dr. Barry Gribbons, Assistant Superintendent/VP, Institutional Development, Technology and Online Services  
Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources  
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. Chuck Lyon, Athletic Director  
Dr. Dena Maloney, Vice President, Canyon Country Campus and Economic Development  
Mr. John McElwain, Managing Director, Public Relations and Marketing  
Mr. Chris Blakey, President, COCFA  
Ms. Tammy Marashlian, Reporter, The Signal

President Wilk declared a quorum and called the meeting to order at 5:04 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 Real Property Negotiator(s) (*pursuant to Government Code §54956.8*)  
Property: 24300 Town Center Drive  
Agency Negotiator: Dr. Dianne Van Hook  
Under Negotiation: Terms of Agreement
- 1.2b Conference with Labor Negotiator (*pursuant to Government Code §54957.6*)  
Santa Clarita Community College District Representative: Dr. Michael Wilding  
College of the Canyons Faculty Association (COCFA)

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

The Board returned to Open Session at 6:09 pm, and Mr. Wilk announced no action had been taken in Closed Session.

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**2009/10-83**

Mr. Wilk asked Ms. Mayer to lead the flag salute.

**Flag Salute  
(1.3)**

The Board moved approval of the agenda with the correction to Item 3.1 and the additional information presented for Item 7.1.

**Approval of Agenda  
(1.4)**

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

Mr. Wilk 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 February 24, 2010.

**Approval of Minutes  
(02/24/10)  
(1.6)**

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

Dr. Van Hook announced:

- Our Hockey Team played their first game today in the AHC Men's Division III National Championship in Florida. They beat the Florida Gators by a score of 8-3.
- Next week is Mr. Wilk's birthday, and everyone sang the birthday song to him.

**Recognition/Up Close  
(1.7)**

Mr. Chuck Lyon, Athletic Director, introduced the coaches, who introduced their athletes from the fall and spring seasons present for recognition. The coaches provided a brief overview of their season and individual player highlights. Present for recognition were:

- Men's Soccer – Coach Phil Marcellin
- Women's Volleyball – Coach Lisa Hooper
- Women's Basketball – Assistant Coach Harlan Periman
- Men/Women Track and Field/Cross Country – Coach Lindie Kane
- Football – Coach Garrett Tujague
- Baseball – Coach Chris Cota
- Softball – Coach John Wissmath
- Men's Basketball – Coach Howard Fisher

The coaches thanked many people for their support including the Board, Dr. Van Hook, Mr. Len Mohney, Mr. Lyon, the assistant coaches, trainers, counselors, administrators and support staff, including "The Zone" for their support of the athletes and coaches. Dr. Van Hook noted the women's volleyball team was named as a Scholar Athletic Team winner from the Commission on Athletics.

The Board moved approval of the Consent Calendar (with the correction on Item 3.1 and the additional information provided for Item 7.1) as follows:

**Consent Calendar  
(2)**

- 3.1 Approval of Amendment to Contract Between Santa Clarita Community College District and Simi Valley Hospital and Healthcare Services
- 5.1 Approval of Purchase Order Schedule PO 09/10-8
- 5.2 Approval of Travel Authorizations Schedule T 09/10-14
- 6.1 Approval of Surplus District Property Other Than Land Under Board Policy 6550 (Welding Equipment)
- 6.2 Approval of Notices of Completion
- 6.3 Approval of Addendum #03 to Contract for Soils Testing for the Applied Technology Education Center at the Canyon Country Campus (SubSurface Designs, Inc.)

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2009/10-84

- 7.1 Approval of Personnel Schedule PERS 2009/2010-13
- 7.2 Approval of Classified Administrator Employment Contract for Part-Time Classified Administrator (Temporary)

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

Motion: MacGregor      Second: Berger      Record of Board Vote: 4-0  
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 2009-2010.

**Approval of Payments for Supplemental Services for Full-Time Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date 2009-2010 (3.2)**

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

The Board moved Approval of Agreement Between Santa Clarita Community College District (CACT) and Education to Go/Gatlin Education Services/A Division of Cengage Learning.

**Approval of Agreement Between SCCCDC (CACT) and Education to Go/Gatlin Education Services/A Division of Cengage Learning (3.3)**

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

The Board moved Approval of Professional Services Agreement Between Santa Clarita Community College District and Lula Washington Dance Theatre (LWDT) for an "Artist in Residency" Program.

**Approval of Professional Services Agreement Between SCCCDC and Lula Washington Dance Theatre (LWDT) for an "Artist in Residency" Program (3.4)**

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

The Board moved Approval/Ratification of Budget Transfers.

**Approval/Ratification of Budget Transfers (5.3)**

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

The Board moved Approval of Agreement Between Santa Clarita Community College District and Maui Wowi for Specialty Coffee/Food Service at the Canyon Country Campus.

**Approval of Agreement Between SCCCDC and Maui Wowi for Specialty Coffee/ Food Service at the CCC (5.4)**

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

The Board moved Approval of Agreement Between Santa Clarita Community College District and Barnes & Noble College Booksellers, Inc.

**Approval of Agreement Between SCCCDC and Barnes & Noble College Booksellers, Inc. (5.5)**

Motion: Berger      Second: Cardenas      Record of Board Vote: 4-0  
Student Trustee: Aye

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2009/10-85

Ms. MacGregor inquired if the students had been involved in finalizing this agreement. Mr. Cardenas noted that while he was not personally involved, the students had been asked and participated in the process, and supported the agreement with the Bookstore.

**Approval of Agreement  
Between SCCCD and  
Barnes & Noble  
College Booksellers,  
Inc.**

(5.5) con't

Ms. MacGregor suggested that a fact sheet be developed highlighting financial information in regards to this contract, including revenue we have received, the dollar figure by year, and information on the returns the college received from the bookstore.

The Board received the Financial Report – Month Ending January 31, 2010 as information.

**Financial Report –  
Month Ending January  
31, 2010**

(5.6)

The Board received a PowerPoint Presentation from Ms. Coleal on the Fiscal Year 2008-2009 and Fiscal Year 2009-2010 (Mid-Year) California Community Colleges Sound Fiscal Management Self-Assessment Checklist for the Santa Clarita Community College District.

**Presentation of Fiscal  
Year 2008-2009 and  
Fiscal Year 2009-2010  
(Mid-Year) California  
Community Colleges  
Sound Fiscal  
Management Self-  
Assessment Checklist  
for the SCCCD**

(5.7)

Dr. Van Hook noted she is proud that we take this document so seriously. College districts are only required to answer "yes" or "no" on the form, not required to provide additional comments. However, we add details so the documents can be used widely at COC. It is required to be submitted to the state Chancellor's Office, but it is not required to be presented to the Board of Trustees as information. COC does so to show fiscal responsibility and keep all informed. The Board noted it is a thorough document, and they are also proud that our District provides such documentation.

The Board moved to Ratify the Contract for Secondary Effects Remodel Project, Valencia Campus (H&S Electric, Inc.).

**Ratification of Contract  
for Secondary Effects  
Remodel Project,  
Valencia Campus (H&S  
Electric, Inc.)**

(6.4)

Motion: Berger

Second: MacGregor

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

The Board moved to Ratify the Contract for the Secondary Effects Remodel Project, Valencia Campus (Floor Connection).

**Ratification of Contract  
for the Secondary  
Effects Remodel  
Project, Valencia  
Campus (Floor  
Connection)**

(6.5)

Motion: MacGregor

Second: Cardenas

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

The Board moved Approval of Revisions to Board Policy 539 (BP 5901) – Course Repetition, Second Reading.

**Approval of Revisions  
to Board Policy 539 (BP  
5901) – Course  
Repetition, Second  
Reading**

(9.1)

Motion: Jenkins

Second: MacGregor

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

It was suggested that the second readings for Items 9.2 through 9.5 be approved as a group. The Board moved Approval as follows:

**Approval of Items 9.2  
through 9.5  
(Second Reading,  
Board Policies)**

9.2 Modification of Board Policy 540 (BP 5902) – Academic Renewal

9.3 Modification of Board Policy 542 (BP 5903) – Late Adds

9.4 Modifications to Board Policy 543 (BP 5904) – Late Refunds

9.5 Modification to Board Policy 537 (BP 5905) – Credit by Exam

Motion: MacGregor

Second: Berger

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



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2009/10-86

The Board moved Approval of Modification of Board Policy 508 (BP 5900) – Grading, First Reading.

Motion: Jenkins                      Second: Berger                      Record of Board Vote: 4-0  
Student Trustee: Aye

**Approval of  
Modification of Board  
Policy 508 (BP 5900) –  
Grading, First Reading  
(9.6)**

The Board moved Approval of Modification of Board Policy 501 (BP 5010) – Admissions and Concurrent Enrollment, First Reading.

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

**Approval of  
Modification of Board  
Policy 501 (BP 5010) –  
Admissions and  
Concurrent Enrollment,  
First Reading  
(9.7)**

The Board moved approval of Candidates for 2010 Election to California Community College Trustees' Board of Directors as follows:

- Louise Jaffe
- Nancy Chadwick
- Cy Gulassa
- Isabel Barreras
- Donald L. Singer
- Walter G. Howald

**Approval of Candidates  
for 2010 Election to  
California Community  
College Trustees'  
(CCCT) Board of  
Directors  
(10.1)**

Motion: Jenkins                      Second: MacGregor                      Record of Board Vote: 3-1  
(Nay: Wilk)  
Student Trustee: Aye

Dr. Van Hook provided a brief verbal update to the Board on the current status of the Joint Powers Agreement (JPA) with Channel 20. She noted this was approved at the City's meeting in February, with the Hart District as the City's partner in the agreement. She added that we still await news of the pending Gates project, which includes use of Channel 20 as an integral part of the "Creating & Sustaining a P-16 Educational Community" grant. In the meantime, we are moving forward with the Mentry Hall expansion (30,000 sq. ft.) and will have a new RTVF studio in this building for our program usage that will be open in Fall 2010.

**Update on the Joint  
Powers Agreement  
(JPA) with Channel 20  
(10.2)**

Dr. Van Hook:

- Distributed a new "What They're Saying..." (written by Mr. Eric Harnish), and briefly highlighted the key issues included therein.
- Noted we have an advocacy team meeting tomorrow, and a representative from the CCLC is scheduled to be in attendance.
- Added that Mr. Harnish serves on the CCLC's advocacy commission, and traveled to Sacramento last week to visit legislators.
- Announced she attended the EDPAC meeting in Sacramento last week with Dr. Maloney. She showed their website at the meeting and highlighted the meeting's content.
- Noted that while there, she had a meeting with Dr. Trish Caldwell in the Chancellor's Office (CCC-WIB Partnership Project Director), who contacted the head of the L.A. WIB. He called her the next day. She spoke with him, and Dr. Maloney has a meeting scheduled with him as well. The topic of both conversations is to deal with a procurement issue that could allow us to get funding for workforce investment initiatives through the local WorkSource Center.
- Noted that COC hosted a strategic planning retreat last week for the Economic Development Corporation. They are getting ready to hire the executive director, and are finalizing the strategic plan.

**Update on Legislation  
(10.3)**

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2009/10-87

Mr. Dermody noted the Academic Senate:

- Had an update on the Program Review and Planning process from Dr. Jennifer Brezina. The Academic Senate plans to develop a peer review process next.
- Is continuing their general discussion on intellectual property in regards to faculty.

**Academic Senate  
Report  
(11.1)**

There was no report made.

**Classified Senate  
Report  
(11.2)**

Mr. Blakey noted that COCFA:

- Will be having a celebration on Monday, March 15 from 4-7pm, at the Lazy Dog Café to celebrate the November election of Ms. MacGregor and Mr. Berger.

**Other Organization/  
Committee Reports  
(11.3)**

Reports were made by Board members as follows:

- Ms. MacGregor noted she serves on the SELPA committee. She has been in touch with the leader and will be attending their meeting.
- Ms. Jenkins noted she attended the Health & Welfare benefits committee meeting last week, and there is another meeting tomorrow.

**Board Liaison  
Committee Member  
Report  
(11.4)**

Dr. Van Hook invited administrators to provide updates in their areas.

**Chancellor's Report  
(11.5)**

Ms. Fiero added that:

- At the LEAP meeting on March 5<sup>th</sup>, eight solution team projects were chosen. The next meeting is March 19<sup>th</sup>.
- She attended Silver Spur last Saturday night, and noted the video of the Condies was fabulous. She complimented the Public Information Office for their work.

Dr. Wilding noted that:

- COC has been nationally recognized for Service-Learning on the 2009 President's Higher Education Community Service Honor Roll with Distinction, and that we are the only community college in California to have been honored.
- Gamma Beta Phi is assisting "Help the Children" (a local non-profit) with Haiti Relief Efforts by filling boxes with food items to be shipped on March 19<sup>th</sup>.
- Tomorrow night is the Cougar Pride Big Win event.

Dr. Maloney noted that:

- She attended the Silver Spur dinner.
- The Canyon Country Campus plans to have a bagpipes player on St. Patrick's Day.
- The annual high school seniors Open House will be held in April.
- A Drum Circle event will be hosted by the Foundation and the Childhood Education Center at the CCC on April 24<sup>th</sup>.
- On May 21<sup>st</sup>, they are planning another Star Party in the amphitheatre in honor of Dr. Ram Manvi.

Mr. McElwain had nothing to report.

Dr. Gribbons announced that:

- Silver Spur was very good and a fitting honor for the Condies.
- The Program Review changes have been extraordinary in large part based on the partnership with the Academic Senate and the help from Jennifer Brezina.
- There are many new partnerships and programs being worked on in the University Center (UC), including the possibility of doing a co-enrollment between COC and the partners. Students this fall may be able to supplement their classes at COC with upper division classes in the UC to create a full load, giving us great potential to serve a high number of students.

Ms. Coleal added that:

- Silver Spur was a great event, and those at her table were amazed at the video.
- She invited representatives from the Valencia Hyatt to tour the University Center earlier today. They noted they'd like to partner with us for overflow, they may have for meeting/conference rooms.
- There is a bookstore committee meeting tomorrow to discuss ISBN numbers. The Textbook rental program has also been successful and they'd like to continue it.
- A Health & Welfare meeting will be held tomorrow. They will look at comparative premiums/benefits.

Dr. Van Hook noted that:

- Next Wednesday, March 17<sup>th</sup> at 6:30pm (prior to the Hart Board meeting at their offices), they will have a reception to honor AOC for being listed as one of the top 10% of high schools in the nation by *US News and World Report*.
- Ms. Doris-Marie Zimmer, Ms. Jill Mellady and Mr. Murray Wood from the Foundation Board and staff were invited to participate in the Annenburg Alchemy Leadership for Philanthropic Organizations. They attending a meeting last week to with a dozen non-profits around Southern California and learned a great deal.
- Six Flags will be holding their leadership seminar on March 12 in our PAC from 3-9pm.
- On April 27<sup>th</sup> from 3-4:30, the Chancellor's Business Council is hosting a leadership seminar for local businesses in the community.
- We are holding our College Planning Team (CPT) retreat on March 26<sup>th</sup> at Six Flags.
- Our Theatre Department Chair Paul Wickline has earned a Kennedy Center American College Theatre Festival Region 8 meritorious achievement award for directing "Noises Off" last spring at COC.
- Our Early Childhood Education is hosting the 7<sup>th</sup> annual Children's Play Day on April 17<sup>th</sup> from 10-2pm.
- There was an article in the newspaper about "Filming on the Rise in the SCV" and noted the COC campus was featured in a Coke commercial that aired during the Oscars.
- We are starting a non-profit council and have invited representatives from 16 non-profits to meet next Tuesday morning to clarify the purpose of the group and see what we can do to help each other learn and how everyone can do more with less. Mr. Wood is facilitating this effort.
- Tomorrow night, in addition to the Big Win, is a "Philanthropizza" fundraiser for the honor society and Alpha Gamma Sigma at California Pizza Kitchen.
- Last week, she attended a luncheon in the Warner Center and was present when Ms. Fiero was selected as one of the 10 finalists for the SFV Business Journal's top Human Resources professionals. She congratulated Ms. Fiero on this accomplishment.

Mr. Cardenas announced that:

- He attended the Silver Spur dinner and enjoyed the evening.
- The ASG is looking forward to the joint meeting on March 25<sup>th</sup>.

Ms. MacGregor added that:

- Silver Spur and the entire evening was a great event. It was fun to see everyone dressed in western clothing.
- She attended the Chamber Luncheon featuring the candidates for City Council.

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

**Reports by Student  
Trustee, Staff  
Members, and Board  
Members  
(11.6)**



She requested a short fact sheet be put together and sent to the Board members for their use during the KHTS trip to Sacramento. Dr. Van Hook asked the Board members to email their questions (to Ms. Mayer) and she will put something together for their use, based on their email requests. Dr. Van Hook noted she was also planning to fly up on Monday morning for the KHTS trip as she has a meeting with the Chancellor's Office staff.

**Reports by Student Trustee, Staff Members, and Board Members (11.6) con't**

Ms. Jenkins noted that:

- She missed Silver Spur as she had a family event in San Jose. She requested an opportunity to see the video from that night.

Mr. Berger noted that:

- The Silver Spur dinner was great, and the video made a huge difference in learning about the Condis.

There were no additional comments.

**Comments by Members of the Audience on Any Item Not on the Agenda (11.7)**

Ms. MacGregor:

- Recalled her request for a Fact Sheet for the KHTS trip.

Mr. Wilk:

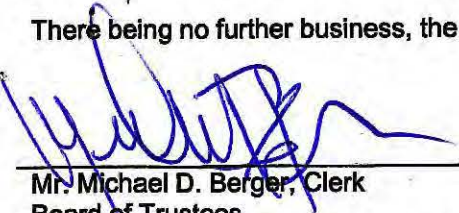
- Noted he met with Bill Rauch (auditor) for the annual SAS 99 review. Mr. Rauch noted two growing trends in community colleges:
  - Audit Committees – comprised of 2 Board members, the CEO, business services and the Controller as members. Mr. Wilk noted he thought this was a good idea.
  - Fraud hotlines (or whistle blowers) - Mr. Wilk indicated that with the checks and balances we have, this probably isn't needed, but he asked the staff to do some research and see how many are doing something like this.

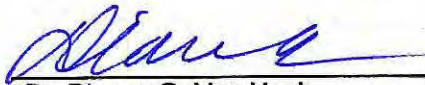
**Requests/Recap of Requests Made During the Meeting By Board Members to Have an Item on a Future Agenda (11.8)**

Mr. Wilk announced the next meeting will be a Joint meeting with the Associated Student Government and will be held on Thursday, March 25, 2010. The meeting will begin at 2:30 pm in the Board Room (HSLH-137).

**Announcement of Next Meeting (03/25/10) and Adjournment (12)**

There being no further business, the meeting was adjourned at 8:59 pm.

  
\_\_\_\_\_  
Mr. Michael D. Berger, 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 March 25, 2010