

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY MARCH 12, 2008
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, March 12, 2008, by President Ernie Tichenor, in Staff Dining Room STCN-132, College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California.

Members Present: Mr. Bruce D. Fortine (arrived 2:15pm, departed 5:33pm)
Mrs. Michele R. Jenkins
Mrs. Joan W. MacGregor
Mr. Ernest L. Tichenor
Mr. Scott Thomas Wilk
Ms. Jaime Meriwether, ASG President (arrived 4:36 pm)

Others Present: Dr. Dianne Van Hook, Superintendent-President
Dr. Mitjl Capet, Assistant Superintendent/Vice President, Instruction (arrived 2:58pm)
Dr. Michael Wilding, Assistant Superintendent/VP, Student Services
Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services
Dr. Barry Gribbons, Assistant Superintendent/VP, Institutional Development, Technology and Online Services (arrived 1:42pm)
Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources
Mr. Michael Dermody, President, Academic Senate
Ms. Lynne Mayer, Administrative Assistant to the Superintendent-President and the Board of Trustees

Special Presenters: Ms. Sharon Collins, House Manager, PAC and volunteers
Dr. Chelley Maple, Director of Matriculation
Ms. Leslie Carr, Director, Professional Development

President Tichenor declared a quorum and called the meeting to order at 1:34 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:

- 1.2a Conference with Labor Negotiator
Santa Clarita Community College District Representative: Dr. Michael Wilding
College of the Canyons Faculty Association (COCA)
(pursuant to Government Code §54957.6)

**Closed Session
(1.2)**

Those present in Closed Session were Coleal, Fiero, Fortine (arrived 2:15pm), Gribbons (arrived 1:42pm), Jenkins, MacGregor, Tichenor, Van Hook, Wilding and Wilk.

The Board returned from Closed Session at 2:44 pm and announced no action had been taken.

President Tichenor asked Ms. Mayer to lead the flag salute.

**Flag Salute
(1.3)**

President Tichenor welcomed all present to the meeting 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).

**Approval of Agenda
(1.5)**

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

The Board moved approval of the minutes for February 27, 2008.

**Approval of Minutes
(2/27/08)
(1.6)**

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

- ✓ Dr. Van Hook introduced Ms. Sharon Collins, House Manager of the PAC, who introduced three 300-hour volunteers, (Linda Tippetts, Elida Douthitt, Barbara Michaels), and one 500-hour volunteer (Mary Grisaffi). Dr. Van Hook and the Board commended these ladies for their service and dedication to the PAC. Each volunteer was presented with a certificate and a special photo calendar. The Board and Dr. Van Hook also congratulated Ms. Collins for being a big part of this effort.
- ✓ Dr. Wilding introduced Ms. Chelley Maple, Director of Matriculation. Dr. Maple provided an overview of this department to the Board, discussing the objectives, accomplishments and goals for the future. Her presentation and handouts are hereby made a part of these minutes as if fully set forth herein.

**Recognition/Up Close
(1.7)**

The Board moved approval of the Consent Calendar (with the additional information presented for Item 7.1). Item 6.5 was removed for a separate presentation and approval.

**Consent Calendar
(2)**

- 3.1 Approval of New and Modified Courses and Programs
- 3.2 Approval of Renewal to Agreement with Simi Valley Hospital and Health Care Services for Allied Health Students
- 3.3 Approval of Agreement with Between Santa Clarita Community College District and CSU Dominguez Hills for Nursing Preceptor
- 3.4 Approval of Contract Between Santa Clarita Community College District and *LeonardoWorld LLC* for Educational Travel, Summer Session 2008 (Ecuador)
- 3.5 Approval of Contract Between Santa Clarita Community College District and *Contiki, Inc.* for Educational Travel, Summer Session 2008 (Yosemite National Park)
- 4.1 Approval of Amendment to Payphone Agreement with PAYPHONE STATIONS, INC. (PSI)
- 5.1 Approval of Purchase Order Schedule PO 07/08-08
- 5.2 Approval of Travel Authorization Schedule T 07/08-9
- 5.3 Approval/ Ratification of Interfund Transfers
- 5.4 Approval of Audit Engagement Letter from Vavrinek, Trine, Day & Co., LLP, for Annual District Audit for the Years Ending June 30, 2008, 2009, and 2010
- 5.5 Approval of Proposal from Vavrinek, Trine, Day & Co., LLP, for Agreed-Upon Procedures Related to Measure C General Obligation Bonds for the Year Ending June 30, 2008
- 5.6 Approval of Proposal from Vavrinek, Trine, Day & Co., LLP, for Agreed-Upon Procedures Related to Measure M General Obligation Bonds for the Year Ending June 30, 2008
- 5.7 Approval of Audit Engagement Letter from Vavrinek, Trine, Day & Co., LLP, for Annual College of the Canyons Foundation Audit for the Year Ending June 30, 2008
- 6.1 Approval of Contract for the Canyon Country Campus Construction Project (Refurbish Screw Chiller, Advanced Centrifugal Systems, Inc.)
- 6.2 Approval of Contract for Canyon Country Campus Construction Project (Traffic Control Plan, KOA Corporation)
- 6.3 Ratification of Contract for Canyon Country Campus Construction Project (Cabling at Honey House, Advanced Cable Solutions)
- 6.4 Ratification of Contract for Canyon Country Campus Construction Project (Traffic Control, Super Seal & Stripe)
- 6.6 Approval of Contract for Architectural Services for the Library Expansion Project (Kruger Bensen Ziemer)

- 6.7 Approval of Contract for Central Plant Construction Project (Valley Power Systems, Inc.)
- 6.8 Ratification of Contract for Data and Phone Cabling For Classroom Village (Advanced Cable Solutions)
- 6.9 Approval of Contract for Temporary Workers for the University Center Construction Project (SelectRemedy)
- 6.10 Approval of Contract for Equipment Rental for the University Center Construction Project (Andy Gump)
- 6.11 Approval of Escrow Account for Electrical Contractor for the University Center Construction Project (AC Electric)
- 7.1 Approval of Personnel Schedule PERS 2007/2008-14
- 7.2 Approval of Classified Administrator Employment Contract for Chief Development Officer, COC Foundation
- 7.3 Approval of Classified Administrator Employment Contract for Interim Director, MIS
- 8.1 Approval of Agreements to Purchase Twenty Additional Datatel User Licenses from Datatel, Inc.

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

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

This item was pulled from the Consent Calendar so that Dr. Van Hook could introduce Mr. Steve Dowty, KBZ Architects, who distributed drawings and discussed the plans for the cafeteria remodel project. There was a question and answer period, and these drawings are hereby made a part of these minutes by reference.

**Approval of Contract
for Architectural
Services for the
Cafeteria Remodel
Project (KBZ)
(6.5)**

The Board moved Approval of Contract for Architectural Services for the Cafeteria Remodel Project (Kruger Bensen Ziemer).

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

Dr. Van Hook noted her pride in Ms. Leslie Carr and the people working to develop this program. Ms. Carr provided a PowerPoint presentation to the Board, providing the history of this program and an update on the revisions to the new Professional Development Program Model. Her presentation is hereby made a part of these minutes as if fully set forth herein.

**Update on Revisions to
Professional
Development Program
Model
(7.4)**

The Board noted their appreciation for the work Ms. Carr does for this program and for our employees. Ms. Jenkins commended Dr. Van Hook and her administrators for their insight into training our employees and giving everyone great opportunities. Ms. Fiero added that Ms. Carr always attends to every detail and with her hard work and dedication, we have wonderful programs, speakers and opportunities for employees.

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 Session Payments to Date, with the correction to the item distributed at the meeting.

**Approval of Payments
for Supplemental
Services for Full-Time
& Adjunct Faculty,
Information on Full-
Time Faculty
Reassigned Time,
Overload & Extra
Session Payments
(3.6)**

Motion: MacGregor Second: Jenkins Record of Board Vote: 5-0
ASG President: Aye

The Board moved Approval of Revised Mission, Vision, and Values Statements for the Santa Clarita Community College District.

**Approval of Revised
Mission, Vision, and
Values Statements for
the Santa Clarita
Community College
District
(3.7)**

Motion: Fortine Second: Jenkins Record of Board Vote: 5-0
ASG President: Aye

The Board noted their appreciation and support of these wonderful changes.

With a very creative presentation, Mr. Dermody provided highlights of the Application of the Equivalency Process at College of the Canyons, outlining the process of establishing classes, how they are placed into departments and how we follow the established disciplines set by the state, while at the same time meeting the state-level required minimum qualifications and equivalencies. The Board encouraged our faculty to look at the disciplines to broaden our ability to cover more classes and areas that can be taught. It was noted that advocating for a change in basic skills (and not necessarily requiring additional money to do so) would allow us to provide more opportunities to hire qualified instructors and better courses for our students. As a next step, Dr. Van Hook suggested we should consider coming up with an action plan and logical steps to be taken that we can share with our legislators.

**Application of the
Equivalency Process at
College of the Canyons
(3.8)**

Mr. Fortine departed the meeting towards the end of this presentation.

The Board moved Approval of Contract Between Santa Clarita Community College District Associated Student Government and Professionals Encouraging Educational Reform Statewide (P.E.E.R.S.).

**Approval of Contract
Between SCCCD ASG
and Professionals
Encouraging
Educational Reform
Statewide (P.E.E.R.S.)
(4.2)**

Motion: MacGregor Second: Wilk Record of Board Vote: 4-0
ASG President: Aye

The Board moved Approval/Ratification of Budget Transfers.

**Approval/Ratification of
Budget Transfers
(5.8)**

Motion: Wilk Second: MacGregor Record of Board Vote: 4-0
ASG President: Aye

The Financial Report – Month Ending January 31, 2008 was presented to the Board of Trustees for their information.

**Financial Report –
Month Ending January
31, 2008
(5.9)**

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

**Approval of Change
Orders for the
Classroom/High Tech
Center Construction
Project (Hasley Hall)
(6.12)**

Motion: MacGregor Second: Jenkins Record of Board Vote: 4-0
ASG President: Aye

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

**Approval of Notice of
Completions for the
Classroom/High Tech
Center Construction
Project (Hasley Hall)
(6.13)**

Motion: MacGregor Second: Jenkins Record of Board Vote: 4-0
ASG President: Aye

The Board moved Approval to Award Contracts for PE Addition and Tennis Courts Construction Project.

**Approval to Award
Contracts for PE
Addition and Tennis
Courts Construction
Project
(6.14)**

Motion: MacGregor Second: Jenkins Record of Board Vote: 4-0
ASG President: 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
(6.15)**

Motion: Wilk Second: MacGregor Record of Board Vote: 4-0
ASG President: Aye

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

Approval of Change Orders for Canyon Country Campus Construction Project (6.16)

Motion: MacGregor Second: Jenkins Record of Board Vote: 4-0
ASG President: Aye

The Board moved Ratification of Award of Bid Alternates to Contracts for the University Center Construction Project.

Ratification of Award of Bid Alternates to Contracts for the University Center Construction Project (6.17)

Motion: MacGregor Second: Jenkins Record of Board Vote: 4-0
ASG President: Aye

The Board moved Approval of Change Order for University Center Construction Project.

Approval of Change Orders for the University Center Construction Project (6.18)

Motion: Wilk Second: MacGregor Record of Board Vote: 4-0
ASG President: Aye

Dr. Van Hook and the Board complimented Ms. Coleal and Ms. Fiero for their hard work in compiling these policies. The Board reviewed several policies and sections where they made suggestions for a second reading to come back to the Board. The Board moved Approval of Human Resources Board Policies (Complete Section), First Reading.

Approval of Human Resources Board Policies (Complete Section), First Reading (9.1)

Motion: MacGregor Second: Wilk Record of Board Vote: 4-0
ASG President: Aye

The Board reviewed several policies and sections where they made suggestions for a second reading to come back to the Board. They moved Approval of Business Services Board Policies (Various), First Reading.

Approval of Business Services Board Policies (Various), First Reading (9.2)

Motion: Wilk Second: Jenkins Record of Board Vote: 4-0
ASG President: Aye

The Board moved approval of Candidates for 2008 Election to California Community College Trustees' Board of Directors as follows:

Approval of Candidates for 2008 Election to California Community College Trustees' Board of Directors (10.1)

- ✓ Anita Grier
- ✓ Edward Ortell
- ✓ Paul Fong
- ✓ Mary Figueroa
- ✓ Katherine "Kay" Albiani
- ✓ Charles Meng
- ✓ Judi Beck
- ✓ Isabel Barreras
- ✓ Carolyn Batiste
- ✓ Eva Kinsman

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

There was no report made.

Update on Legislation (10.2)

Mr. Dermody had nothing further to report.

Academic Senate Report (11.1)

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Ms. Mayer noted that the newly organized Classified Senate will hold their first meeting on March 19 from 2-3:00pm in Library 206 (R206). Everyone is welcome to attend.

**Classified Coordinating
Council Report
(11.2)**

In the interest of time, Ms. Fiero, Dr. Wilding, Dr. Gribbons, Dr. Capet, and Ms. Coleal had nothing further to report.

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

Dr. Van Hook noted that since she had just sent an update on college happenings to the Board, and in light of the 6:00 pm AT&T event on our campus, she had no further comments.

Ms. Meriwether reported that:

- ✓ ASG met today and passed a resolution in support of Michelle's Law (SB1168), which will allow students with severe illnesses to continue with their insurance up to 12 months. (Senator Runner had asked them to consider passing a resolution.)

**Reports by ASG
President, Staff
Members, and Board
Members
(11.4)**

Ms. Jenkins noted she attended the executive committee meeting of the Foundation.

Mr. Fortine had departed the meeting.

Mr. Wilk added that Silver Spur honoring Wayne Crawford was an incredible event.

Ms. MacGregor noted that:

- ✓ The Drum Circle for the Early Childhood Education Center was wonderful and she won the trip to Hawaii.
- ✓ She provided information about COC to an 8th grade "AVID" class at Rio Norte Junior High, and was thrilled with how eager and interested these students are in what we have to offer at the College.
- ✓ At last night's City Council meeting, COC was mentioned several times in regards to comments about traffic near the Canyon County Campus.

Mr. Tichenor had nothing additional to report.

None.

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

The following requests were noted:

- ✓ Ms. MacGregor asked for a report on filming on campus/Civic Center department.

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

President Tichenor announced the next meeting will be a Business meeting and will be held on Wednesday, March 26, 2008. Closed Session will begin at 5:00pm, followed by Open Session at 6:30 pm in the Staff Dining Room.

**Announcement of Next
Meeting (03/26/08) and
Adjournment
(12)**

There being no further business, the meeting was adjourned at 6:07 p.m.

Mr. Scott Thomas Wilk, 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 _____