

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

JOINT MEETING WITH THE
COC FOUNDATION BOARD OF DIRECTORS
WEDNESDAY, MAY 26, 2010
MINUTES

The Joint Meeting of the Board of Trustees of the Santa Clarita Community College District and the COC Foundation Board of Directors was called to order on Wednesday, May 26, 2010 by President Scott Wilk and Foundation Chair Ms. Jill Mellady in the University Center lobby, College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California.

Members Present: Mr. Michael D. Berger
 Mr. Bruce D. Fortine (arrived 4:46pm)
 Mrs. Michele R. Jenkins
 Mrs. Joan W. MacGregor
 Mr. Nicolas Cardenas, Student Trustee

Others Present: Dr. Dianne Van Hook, Chancellor
 Ms. Jill Mellady, Chairman, Foundation Board of Directors
 Ms. Sharlene Coleal, Asst. Superintendent/VP, Business Services and Treasurer, Foundation Board of Directors
 Dr. Barry Gribbons, Asst. Superintendent/VP, Institutional Development, Technology, and Online Services and Member, Foundation Board of Directors
 Ms. Dena Maloney, Founding Dean, Canyon Country Campus and Member, Foundation Board of Directors
 Ms. Cathy Ritz, Chief Operational Officer, COC Foundation
 Mr. Murray Wood, Chief Development Officer, COC Foundation
 Ms. Michele Edmonson, Assistant Director of Development, COC Foundation
 Ms. Shannon Munoz, Administrative Assistant, Special Events (COC Foundation)
 Ms. Lynne Mayer, Administrative Assistant to the Chancellor and Board of Trustees

Members, Foundation Board of Directors Present: Ms. Doris-Marie Zimmer, Mr. Kevin Holmes, Ms. Rita Garasi, Ms. Peggy Cannistraci, Ms. Charlotte Kleeman, Mr. Frank Kleeman, Ms. Myrna Condie, Mr. Gary Condie, Ms. Julie Sturgeon, Mr. Steve Zimmer (arrived 6:15pm), Mr. Jay Thomas, Mr. Nick Lentini, Ms. Lisa Burke, Mr. John Carlson, Mr. Shawn Fonder, Mr. Skip Newhall, Mr. Gary Saenger, Mr. Dan Goetz, Ms. Tamara Gurney, Ms. Sharon Bronson, Mr. Arif Halaby, Mr. Bill Kennedy, Mr. Brian Koegle, Mr. Robert Drescher, Mr. Joe Schulman, Ms. Diana Cusumano.

Other Administrators/Staff Present: Ms. Deborah Rio, Ms. Julianna Mosier, Ms. Sue Bozman, Ms. Diane Stewart, Dr. Kevin Kistler, Ms. Allison Devlin, Ms. Cindy Grandgeorge, Ms. Kari Soffa, Ms. Audrey Green, Mr. Jim Temple, Ms. Mimi Spankroy, Ms. Cindy Stevens, Ms. Mary Peterson.

President Wilk called the meeting to order at 4:43 pm.

**Quorum Established
(1.1)**

The Board moved to Closed Session to discuss the following:

1.2a Conference with Labor Negotiator (*pursuant to Government Code §54957.6*)

Santa Clarita Community College District Representative: Ms. Diane Fiero
 Confidential Classified Employees

**Closed Session
(1.2)**

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

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2009/10-109

At 5:36 pm, the Board adjourned the meeting. The Board joined the members of the COC Foundation Board for appetizers in the University Center lobby prior to the Joint meeting.

**Adjournment
(1.3)**

At 6:06 pm, Mr. Wilk and Ms. Mellady called the Joint meeting to order, establishing a quorum of both Boards. Mr. Wilk announced the Board of Trustees took no action during Closed Session.

**Reconvene with the
Joint Meeting
(1.4)**

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

**Flag Salute
(1.5)**

Mr. Wilk welcomed all present and invited members of the audience desiring to address the Board to so indicate and they would be recognized.

**Welcome Guests
(1.6)**

Ms. Mellady noted Mr. Chegwin was unable to attend the meeting tonight (Item 1.9). The Foundation Board moved approval of their agenda, as did the Board of Trustees, with the corrections to Item 6.1, 7.2, and the additional information provided for Item 7.1 on the Business Meeting items.

**Approval of Agenda
(1.7A and 1.7B)**

Motion: MacGregor

Second: Fortine

Record of Board Vote: 5-0

Student Opinion: Aye

- Ms. Deborah Rio introduced Mr. Carl Basurtos, a re-entry student who provided a brief overview of his decision to return to college to pursue his education through PACE, and discussed his goals for the future.
- Ms. Julianna Mosier provided information on the LEAP Garden project and distributed information on this project to both Boards.
- Ms. MacGregor recognized Mr. Cardenas, the student trustee for the last two years. The Board provided him with a gift, and wished him the best of luck at UC Santa Cruz. The Board members each noted their appreciation to his dedication as the student trustee. Mr. Cardenas noted his experience on the Board was enriching, and he thanked the Board members and the Chancellor for their support. He also thanked Ms. Devlin for her support to the ASG. Dr. Van Hook thanked him for being the kind of person we will always be proud of, and that he is a responsible, thorough and prepared individual, as well as someone with immense integrity and character.
- Mr. Wilk administered the Oath of Office to Mr. Nick Onyshko, who was elected by the ASG as the Student Trustee for 2010/2011.

**Recognition/Up Close
and Personal
(1.9)**

The Foundation Board moved approval of their minutes of March 23, 2010, and the Board moved approval of the minutes of May 12, 2010.

**Approval of Foundation
Minutes (05/12/10)
(1.8)**

Motion: MacGregor

Second: Berger

Record of Board Vote: 5-0

Student Opinion: Aye

The Foundation Board moved Approval of New Foundation Board Members, Mr. David Davis and Ms. Anna Frutos-Sanchez.

**Approval of New
Foundation Board
Members (Foundation
Board item)
(2.1)**

These new members were approved/passed by the Foundation Board.

Mr. Murray Wood presented information on the District's and the Foundation's Strategic Fundraising Plans, how the two work together to move the District forward and the highlights, including the expansion of the President's Circle, Chancellor's Business Council, Foundation Resource Council, and Legacy Giving Program.

**Update on the
Foundation's Strategic
Plan and Reports from
Support Groups and
Fundraising Efforts
(Foundation item)
(2.2)**

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An update on Foundation Support Groups and Fundraising Reports was provided as information. Providing updates were:

- Annenberg Foundation, Alchemy Leadership (DM Zimmer) – The Foundation was invited to participate and upon completion has been invited to participate in the advanced workshops. Scholarship Committee (Sturgeon/Moberg) – They reported on endowed scholarship matching grants from The Henry Mayo Newhall Foundation and the Bernard Osher Endowment Initiative.
- Library Associates (F. Kleeman) – This is the oldest and longest standing support group to the Foundation. They are working on plans for next year, including growth to their executive committee with more faculty and community members.
- Early Childhood Education/Circle of Friends (M. Condie) – They have achieved 30% more on their fundraising goal since last year. Garden Inspirations was held to show how to build and procure gardens at the Childhood Education Center and was used as a fundraiser. A Garden Party will be held in the spring 2011.
- Chancellor's Business Council (Thomas) – Launched on February 4th with 150 people attending, it was designated as a partnership with COC and local business community to build a bridge between the two. At the launch, several local nonprofit organizations asked the College to help form a peer-to-peer network, which is now underway and groups are meeting to share information with each other.
- Alumni & Friends (Cannistraci) – They have overachieved their fundraising goal by 26% due to the Homecoming BBQ and the 40th anniversary membership drive. They plan to start an Alumni & Friends Hall of Fame (for alumni) in spring 2011.
- Foundation Resource Council (Holmes) – The first meeting on May 11 hosted friends of the College who wished to get involved, but were not Foundation Board members. Specific needs were discussed, and participants were encouraged to help match needs with resources, and forward names for new members.
- President's Circle (Wood) – Shared some photos of the President's Circle dinner last October where everyone was dressed in tie-dye attire, as well as the Silver Spur dinner in March 2010.

**Update on the
Foundation's Strategic
Plan and Reports from
Support Groups and
Fundraising Efforts
(Foundation Board
Item)
(2.2) con't**

Ms. Coleal reviewed the Foundation Financial Update (as information), as of March 31, 2010. Her presentation is hereby made a part of these minutes as if set forth herein.

**College of the Canyons
Foundation Financial
Update as of March 31,
2010 (Foundation Board
Item)
(2.3)**

Ms. Coleal presented the Foundation Board members with 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. Her presentation is hereby made a part of the minutes as if fully set forth herein.

**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 (Board of
Trustees Item)
(2.4)**

Dr. Van Hook noted that the checklist is a document required of the District by the State Chancellor's Office each year. Similar to last year, this information was shared at this meeting. She stated it is important the Foundation Board knows that the organization they are being asked to represent and raise money for is fiscally sound and well managed. Mr. Wilk noted the District is lucky to have someone like Dr. Van Hook who understands college financing and has been an incredible advocate for our district. She has been there to make sure we get the funding we deserve.

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Ms. Coleal reviewed the amendment being presented. Both Boards moved Approval of Amendment Number One to the Master Operating Agreement Between the Santa Clarita Community College District and College of the Canyons Foundation.

**Approval of
Amendment Number
One to the Master
Operating Agreement
Between the SCCCD
and COC Foundation
(Board of Trustees and
Foundation Board Item)
(2.5)**

Foundation – Motion by S. Zimmer, Seconded by Drescher - Passed
District – Motion by MacGregor, Seconded by Jenkins - Vote: 5-0
Student Opinion: Aye

The Foundation Board moved Approval of College of the Canyons Foundation Revised Implementing Regulations.

**Approval of College of
the Canyons
Foundation Revised
Implementing
Regulations (Board of
Trustees item)
(2.6)**

Motion: MacGregor Second: Berger Vote: 5-0
Student Opinion: Aye

The Foundation Board moved Approval of Revision to COC Foundation Delegation of Authority and Authorized Signatures Policy.

**Approval of Revision to
COC Foundation
Delegation of Authority
and Authorized
Signatures Policy
(Foundation Board
item)
(2.7)**

Motion: S. Zimmer Second: Drescher Passed

The Foundation Board moved Approval of Revisions to COC Foundation Gift Acceptance Policy, as amended at the meeting.

**Approval of Revisions
to COC Foundation Gift
Acceptance Policy
(Foundation Board
item)
(2.8)**

Motion: Drescher Second: Burke Passed

It was suggested they amend the motion to establish a subcommittee of Foundation Board members to review the Administrative Procedures to make sure they are functional and compliant with regulations.

The Foundation Board moved Approval of COC Foundation Source and Use of Public Relations Fund Policy.

**Approval of COC
Foundation Source and
Use of Public Relations
Fund Policy
(Foundation Board
item)
(2.9)**

Motion: Drescher Second: Koegle Passed

The Foundation Board moved Approval of Revisions to the COC Foundation Scholarship Policy.

**Approval of Revisions
to the COC Foundation
Scholarship Policy
(Foundation Board
item)
(2.10)**

Motion: Kennedy Second: Koegle Passed

The Foundation Board was presented with Information on Professional Services Agreements – Dyke, Lucy, Collis and Tripp.

**Information on
Professional Services
Agreements – Dyke,
Lucy, Collis and Tripp
(Foundation Board
item)
(2.11)**

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A nursing student, Ms. Lisa Karlan and her son, Mr. Adam Rasgan addressed the Foundation Board at the meeting.

**Public Comment
(Foundation Agenda
Item)**

Ms. Mellady announced the next Foundation Board meeting will be held June 30th. They adjourned their meeting at 8:20pm.

Mr. Wilk thanked the Foundation Board for taking the time to attend this meeting. There was a brief recess at 8:20 pm.

The meeting reconvened at 8:30 pm. Mr. Wilk reminded the Board they had received the final bid results for Item 6.1, additional information for Item 7.1, and a correction to Item 7.2.

The Board moved Approval of Travel Authorizations Schedule T 09/10-18.

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

**Approval of Travel
Authorizations
Schedule T 09/10-18
(5.1)**

The final bid results were presented to the Board at the meeting. The Board moved Approval of Contract for Modernization Project – Campus Fiber Upgrade Project

Motion: Fortine Second: Berger Record of Board Vote: 5-0
Student Opinion: Aye

**Approval of Contract
for Modernization
Project – Campus Fiber
Upgrade Project
(6.1)**

The Board moved Approval of Personnel Schedule PERS 2009/2010-17.

Motion: MacGregor Second: Berger Record of Board Vote: 5-0
Student Opinion: Aye

**Approval of Personnel
Schedule PERS
2009/2010-17
(7.1)**

The Board received a correction to this item at the beginning of the meeting. They moved Approval of Educational Administrator Employment Contract for Dean, Career Technical Education.

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

**Approval of
Educational
Administrator
Employment Contract
for Dean, Career
Technical Education
(7.2)**

Dr. Maloney passed out the programs from last Friday night's Star Party, noting the event drew over 300 people and was very successful.

**Comments by the
Audience for Items Not
on the Agenda
(3.1)**

Ms. MacGregor reminded the Board of tomorrow's Collegial Celebration event and the Business/Industry Reception to follow.

None.

**Recap/Request From
Board Members To
Have An Item Placed
On A Future Agenda
(3.2)**

Mr. Wilk announced the next meeting will be held on Wednesday, June 9, 2010, Board Meeting room (HSLH-137). Closed Session will begin at 4:30pm, Open Session will follow at 6:00pm. The meeting was adjourned in memory of Ms. Diana Bellas, wife of Mr. Peter Bellas.

Announcement of Next Meeting (06/09/10) and Adjournment (4)

There being no further business, the meeting was adjourned at 8:38 pm.



Mr. Michael D. Berger, Clerk
Board of Trustees
Santa Clarita Community College District



Dr. Michael Wilding,
Assistant Superintendent/VP, Student Services
College of the Canyons

Entered in the proceedings of the District June 9, 2010