

2007/08- 19

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, SEPTEMBER 12, 2007
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, September 12, 2007, by President Michele Jenkins, in the Staff Dining Room (S-132), Student Center, College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California.

Members Present: Mr. Bruce D. Fortine
Mrs. Michele R. Jenkins
Mrs. Joan W. MacGregor
Mr. Ernest L. Tichenor
Mr. Scott Thomas Wilk
Mr. Steven Vanover, Student Trustee

Others Present: Dr. Dianne Van Hook, Superintendent-President
Dr. Mitjl Capet, Assistant Superintendent/Vice President, Instruction
Dr. Michael Wilding, Assistant Superintendent/VP, Student Services
Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services (arrived 5:25 pm)
Dr. Barry Gribbons, Assistant Superintendent/VP, Institutional Development, Technology & Online Services
Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources
Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Special Presenter: Ms. Nicole Lucy, Paralegal Instructor
Mr. Kevin Holmes, Chairman, COC Foundation Board of Directors
Ms. Cathy Ritz, Chief Operating Officer, COC Foundation

President Jenkins declared a quorum and called the meeting to order at 5:05 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 Real Property Negotiator(s)
Property: APN #3231-012-013
Agency Negotiator: Dr. Dianne Van Hook
Under Negotiation: Feasibility/Price
(pursuant to Government Code §54956.8)

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

The Board returned to Open Session in the Staff Dining Room (S-132) at 6:45 p.m.
President Jenkins announced the Board took no action in Closed Session.

President Jenkins asked Mr. Vanover 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)**

Ms. Jenkins asked the members of the audience to introduce themselves.

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

The Board moved approval of the minutes of August 22, 2007.

**Approval of Minutes
(08/22/07)
(1.6)**

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

Dr. Van Hook introduced Ms. Nicole Lucy, Paralegal Instructor for COC, noted her energy and enthusiasm, especially during the Law Day event held in May 2007. Ms. Lucy provided an overview of her department, the curriculum and distributed a handout about the department. The Board and Dr. Van Hook thanked Ms. Lucy for her presentation, and she thanked them for the opportunity to attend the meeting.

**Recognition/Up Close
(1.7)**

President Jenkins noted that she met with the District auditors earlier today as there is a requirement that they meet with a member of the Board to discuss some standard issues and answer any questions. She also added that if at any time the Board members have questions or concerns on any financial issue regarding the college, they have the ability to contact the auditors directly for clarification.

**Consent Calendar
(2)**

Ms. MacGregor removed items 5.8, 5.10 and 7.2 from the Consent Calendar. Mr. Wilk removed item 3.1 for separate approval. The Board moved approval of the Consent Calendar (with the additional information presented for Item 7.1) as noted below:

- 3.2 Approval of Contract Between Santa Clarita Community College District and *Contiki, Inc.* for Educational Travel, Great Britain, Summer Session 2008
- 3.3 Approval to Return Previously Surplused District Property to District Inventory
- 5.1 Approval of Purchase Order Schedule PO 07/08-02
- 5.2 Approval of Travel Authorizations Schedule T 07/08-3
- 5.3 Approval of Quarterly Financial Report: Quarter Ended June 30, 2007
- 5.4 Approval of Renewal of Contract to Participate in the Chancellor's Office Tax Offset Program (COTOP) for the Period October 2, 2007 through December 29, 2008
- 5.5 Approval of Fiscal Year 2007-2008 GANN Appropriations Limit
- 5.6 Ratification of Change in Bank of America Checking Account for College of the Canyons Associated Student Government
- 5.7 Approval of Increase to Revolving Cash Account from \$20,000 to \$50,000
- 5.9 Approval of Independent Contract Agreement Between Santa Clarita Community College District and Ms. Stella Pilarski (I Do Parties) for Canyon Country Campus Grand Opening Event, October 6, 2007
- 6.1 Approval of Contract for Canyon Country Campus Construction Project (Testing and Inspection)
- 6.2 Approval of Addendum #02 to Construction Administration Contract for the University Center Construction Project
- 6.3 Ratification of Contract for the Canyon Country Campus Construction Project (Retaining Wall Backfill and Clean Up)
- 6.4 Ratification of Contract for the Canyon Country Campus Construction Project (Roofing and Metal Coping)
- 6.5 Ratification of Contract for the Canyon Country Campus Construction Project (Engineering Services for Grading)
- 6.6 Ratification of Contract for the Canyon Country Campus Construction Project (Voice/Data Cabling System)
- 6.7 Ratification of Purchase Order for the Canyon Country Campus Construction Project (Flooring for Food Services)

- 6.8 Approval of Notices of Completion for the Canyon Country Campus Construction Project
- 6.9 Approval to Award Contract for University Center Construction Project (Earthwork, Grading & Site Clearing)
- 7.1 Approval of Personnel Schedule PERS 2007/2008-04
- 7.3 Approval of Educational Administrator Employment Contract for Interim Dean, Non-Credit Division and Community Education
- 7.4 Approval of Classified Administrator Employment Contract for Interim Director, Community Education
- 8.1 Approval of Renewal of Contract Between the Santa Clarita Community College District and 1099 Pro, Inc.

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

The Board moved approval of the three items related to the Foundation which were removed from the Consent Calendar for separate approval.

- 5.8 Approval of Promissory Note for Cash Flow Borrowing – District General Fund to College of the Canyons Foundation Operating Fund
- 5.10 Approval of Master Agreement Between Santa Clarita Community College District and the College of the Canyons Foundation
- 7.2 Approval of Agreement Between Santa Clarita Community College District and Paschal Murray, Inc.

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

This item (presented as information) was moved forward on the agenda, as Mr. Kevin Holmes and Ms. Cathy Ritz were in the audience. Ms. Coleal noted it has been a successful year for the Foundation. Ms. Ritz addressed the Board, and thanked Dr. Van Hook, Mr. Schrage, and Dr. Gibbons for their help in bringing in extra revenue during the year. Mr. Holmes noted he is excited about having the Major Gifts Fundraiser position filled. Mr. Fortine added that the Foundation's golf tournament was very successful and he complimented the committee for their efforts. Dr. Van Hook noted her appreciation of Mr. Holmes in that he is passionate about this volunteer position and she thanked him for this time and energy.

Items Removed from the Consent Calendar (Related to the COC Foundation, Items 5.8, 5.10, & 7.2)

College of the Canyons Foundation Financial Update, as of June 30, 2007 (5.13)

This item was removed from the Consent Calendar for separate approval. The Board moved Approval of Agreement Between Santa Clarita Community College District and Henry Mayo Newhall Memorial Hospital Nursing Instructor Funding.

Motion: MacGregor Second: Tichenor Record of Board Vote: 4-0-1
(Abstain: Wilk)
Student Trustee: Aye

Approval of Agreement Between Santa Clarita Community College District and Henry Mayo Newhall Memorial Hospital Nursing Instructor Funding (3.1)

Dr. Capet introduced Ms. Susan Hinshaw, who was present in the audience. Ms. Hinshaw provided highlights of the educational trip to Great Britain she will be leading next summer 2008 with Dr. Brad Reynolds.

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.

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

Approval of Payments for Supplemental Services for Full-Time/ Adjunct Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date (3.4)

**Board of Trustees Minutes – Business Meeting
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The Board moved Approval/Ratification of Budget Transfers.

**Approval/Ratification of
Budget Transfers
(5.11)**

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

The Financial Report – Month Ending June 30, 2007 was presented to the Board as information.

**Financial Report –
Month Ending June 30,
2007
(5.12)**

Ms. Coleal noted that we finished the year strong because we worked to get paid for additional FTES this year, as we moved FTES we had earned into 2006/07. We did so strategically as we know that growth funding would be deficated in 2007/08.

Ms. Coleal also distributed information to the Board about the 2007/08 Growth Factor and the impact on our funding potential due to our understanding of the formula. She discussed the events leading up to and through the resolution of Dr. Van Hook catching the fact that the Chancellor's Office had not considered FTES numbers to be secured at Canyon Country in their funding formula as related to COC's facility factor.

The Board complimented Dr. Van Hook, Ms. Coleal, Mr. Schrage, Dr. Gribbons and Ms Grandgeorge for their quick thinking, action, and ability to catch (and fix) such a significantly large amount of money that otherwise would have been lost for our District. Ms. MacGregor also noted that other Districts are very complimentary to our District about the work we do that benefits other districts as well.

Ms. Coleal added that the Chancellor's Office has been extremely responsive to us, and this is due in part to Dr. Van Hook's ability to understand the "big picture" and through our work with Eric Skinner in the Chancellor's Office.

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

**Approval of Change
Order for the
Classroom/High Tech
Center Construction
Project (Hasley Hall)
(6.10)**

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

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

**Approval of Change
Orders for the Canyon
Country Campus
Construction Project
(6.11)**

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

The Board moved Approval of Change Order #01 for the Canyon Country Campus Construction Project (Restroom Buildings).

**Approval of Change
Order #01 for the
Canyon Country
Campus Construction
Project (Restroom
Buildings)
(6.12)**

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

The Board moved Approval of Change Order #03 for the Canyon Country Campus Construction Project (Modular Classroom Buildings).

**Approval of Change
Order #03 for the
Canyon Country
Campus Construction
Project (Modular
Classroom Buildings)
(6.13)**

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

The Board moved to Ratify the Contract for the Canyon Country Campus Construction Project (Asphalt Paving).

Ratification of Contract for the Canyon Country Campus Construction Project (Asphalt Paving) (6.14)

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

The Board moved Approval of Resolution 2007/08-09 for Site Concrete Furniture for Canyon Country Campus, Aliso Hall and Hasley Hall Construction Projects.

Approval of Resolution 2007/08-09 for Site Concrete Furniture for Canyon Country Campus, Aliso Hall and Hasley Hall Construction Projects (6.15)

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

The Board moved Approval of Resolution 2007/08-10 for Integrated Power System for the Canyon Country Campus Construction Projects.

Approval of Resolution 2007/08-10 for Integrated Power System for the Canyon Country Campus Construction Projects (6.16)

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

Dr. Van Hook took the opportunity to thank Mr. Schrage for the all efforts that he undertook to make sure we were able to open the Canyon Country Campus on time and to hold the ribbon cutting ceremony that same week. She noted none of it would have happened if Mr. Schrage had not been so on top of everything and willing to go the extra mile each and every day.

The Board members added that many of our contractors have made note of the fact that Mr. Schrage is wonderful to work with, and the college has become a great organization to work with for these contractors. The fiscal services department should be complimented for their work in helping to pay these companies on time.

Dr. Van Hook added that the construction management process we are using has worked wonderfully, as it gives local contractors the opportunity to bid on a job that is being done locally, and to do the work in their own community. She credits Mr. Schrage with this process as he had experience doing it the other way, and he was the one who presented the ideas of how we could make it work on our campus.

Ms. Jenkins noted that Mr. Vanover had requested we place this item on our agenda for consideration. Mr. Vanover highlighted key points in the resolution, and noted the major components of this initiative, should it be passed by the voters in California. Our District would acquire a \$5.9 million increase over the next 5 years if passed.

Approval of Resolution 2007/08-11: In Support of the Community College Governance, Funding Stabilization, and Student Fee Reduction Act (California Community College Initiative) (10.1)

The Board moved Approval of Resolution 2007/08-11: In Support of the Community College Governance, Funding Stabilization, and Student Fee Reduction Act (California Community College Initiative).

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

The Board thanked Mr. Vanover for his efforts to bringing this initiative forward.

Dr. Van Hook noted that:

- ✓ A new “*What They’re Saying...*” has been written by Mr. Harnish. She distributed and highlighted the issues that were noted in the newsletter (including the elimination of the tuition sensitivity issue, thanks to Congressman McKeon’s work in spearheading this discussion).
- ✓ The budget workshop will be held in Sacramento next week, and we will have our budget study session on September 26.

**Update on Legislation
(10.2)**

Mr. Dermody was not present.

**Academic Senate
Report
(11.1)**

Ms. Mayer thanked Ms. Allison Devlin (who was present in the audience) for working with her over the summer toward the Opening Day production number. She also thanked Ms. Mary Ann Bardin for all her help in making the beautiful costumes.

**Classified Coordinating
Council Report
(11.2)**

Ms. Fiero noted that:

- ✓ She appreciated the Board’s approval of the contract with Paschal Murray.
- ✓ The FLEX program offered 32 programs this year, and she thanked the faculty and the Board members for their participation as well.
- ✓ The NCSPOD award (National Council on Staff Program and Organizational Development) has chosen College of the Canyons and Dr. Van Hook as recipients. This is a huge award and honor, and she, along with Dr. Van Hook and Ms. Leslie Carr will travel to Buffalo NY in October to receive the awards. Dr. Van Hook will be honored with the President’s and Chancellor’s award. We are fortunate that Dr. Van Hook believes in professional development and continues to see that it is funded. Other districts provide only 20% release time for someone to coordinate their Professional Development activities, while COC has a fully dedicated full-time Director for our program. COC is also receiving a Merit Award for the Professional Development program, and she complimented Ms. Leslie Carr for her hard work and dedication as the Director of this program, noting that this is a tremendous accomplishment for her as well.

**Supt-President’s
Report
(11.3)**

Dr. Wilding had nothing to report.

Dr. Gribbons reported that:

- ✓ Working on the Foundation Golf Tournament was a pleasure. He thanked Mr. Fortine and Ms. Coleal for their assistance on the committee as well.
- ✓ Congressman McKeon’s new staff members came out to visit and it was good to make contact with them. He is looking forward to working with them.

Dr. Capet noted that:

- ✓ The faculty members had a great opening day, including Dr. Myrion Denbo from USC as a speaker during the week.
- ✓ Tomorrow, he will be participating in a forum at Cal Arts, as they are working to further connect with their neighboring communities.
- ✓ On Monday, we’ll be showing off Aliso Hall during an accreditation training for a team from Santa Barbara City College, Citrus College, Taft College and the Polytechnic College of Engineering/Oceanengineering.

Ms. Coleal added that:

- ✓ The PAC season starts this weekend and she will be going to see Wayne Newton.

Dr. Van Hook announced that:

- ✓ She loves the new Canyon Country pins, and thanked Ms. Bozman for her efforts to getting them.
- ✓ The Gloria Jackson tile went up on the Library Endowment wall earlier today.
- ✓ We have 60 colleges and universities participating in the Santa Clarita College and Transfer Day on September 29th.

- ✓ She took a tour of the *Where We Live* photography display in our Art Gallery and it is wonderful. Mr. Larry Hurst, Gallery Director has done a great job displaying the student's work, and representatives from the Getty were also pleased.
 - Dr. Wilding suggested we have a Surf Art Show. Mr. Hurst (and Mr. Jim Lorigan) thought this was good idea, and they discussed a way to combine this for an end of the year student art show, possibly with an antique car show and a surf band.
- ✓ She began teaching her class last night on the history of community colleges. She distributed a sample of the test that will be given to the class to the Board. There are 17 people enrolled in the class, including faculty, administrators and faculty from other colleges.

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

Mr. Vanover announced that:

- ✓ The ASG is planning their blood drive for September 19 and 20.
- ✓ Club Rush will be held on September 18, from 12-2:00 pm between the A and S buildings.
- ✓ The ASG had a discussion about Board policies in their meeting earlier today.
- ✓ He appreciated the Board's support on the Resolution he presented. He will submit a similar Resolution to the ASG officers for their consideration as well.

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

Ms. Devlin announced that:

- ✓ The Cougar Mentors will be hosting a "Rock the Chalk" event on September 13. They received over \$3,000 in donations and prizes for this event.
- ✓ Student Development held their first "Empower Hours" meeting on note taking strategies. They had 27 students attend the first meeting.

Mr. Wilk added that:

- ✓ He had a great time at Opening Day, and enjoyed the performance by the dancers.
- ✓ The football game was a heartbreaking loss to Fullerton on Saturday night. He volunteered at the tailgate party.
- ✓ He volunteered to provide a financial start for the contributions towards the initiative presented by Mr. Vanover.

Mr. Fortine noted that he:

- ✓ Participated in the Q&A FLEX workshop with the Board members, which was great.
- ✓ Attended the Opening Day of the new Canyon Country Campus. He met students as they were coming onto campus and noted he had done the same thing 37 years ago at the Valencia campus.
- ✓ Attended the Carousel Ranch fundraiser and dinner.
- ✓ Participated in the Canyon Country Campus ribbon cutting ceremony.
- ✓ Was invited by Southern California Edison on a trip/tour to Big Creek for 3 days.
- ✓ Was invited to the Elite magazine reception at the Hafizi's to benefit HMNMH.
- ✓ Went on a 3 day retreat with Providence Holy Cross Hospital/St. Joseph's Hospital at Ojai Valley Inn and Spa.

Ms. MacGregor noted that:

- ✓ She felt the FLEX workshop was very valuable, and the group had some interesting discussions this year.
- ✓ She attended the SCV Trustees Association meeting.
- ✓ She participated in the CCC Ribbon Cutting ceremony, and appreciated receiving the framed poster commemorating the event.

Mr. Tichenor added that he:

- ✓ Attended the Opening Day luncheon.
- ✓ Participated in the FLEX Q&A Board workshop.
- ✓ Was unable to attend the CCC ribbon cutting ceremony as he was in the middle of a business phone call.
- ✓ Plans to attend the Library Associates Wine & Cheese Pairing event, and the Hoefflin Foundation fundraiser.

Ms. Jenkins added that:

- ✓ She was present on the day when the new campus opened, and she found herself very emotional and excited about the fact that we have started a new campus.
- ✓ When she met with the auditors, they were very complimentary about the cooperation they get from the business office and everyone on campus.

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

None.

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

The following comments were made:

- ✓ Ms. Jenkins noted that at the FLEX workshop, they had a discussion about diversity. The Board thought a future agenda item or presentation on diversity might be in order.
- ✓ Mr. Wilk noted that in light of our new high-tech Board room, the Board might want to consider, if feasible and practical, putting our Board meetings on cable.
- ✓ The idea was presented that we could hold a meeting at the Canyon Country Campus in the future. Dr. Van Hook suggested we determine the feasibility of holding our November 7th meeting there.

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

President Jenkins announced the next meeting will be a Budget Study Session/
Business Meeting held on September 26, 2007 beginning at 5:00 for Closed Session,
6:30 pm for Open Session in the Staff Dining Room.

**Announcement of Next
Meeting (09/26/07) and
Adjournment
(12)**

There being no further business, the meeting was adjourned at 8:55 p.m.

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 _____