

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

ORGANIZATIONAL and BUSINESS MEETING
WEDNESDAY, DECEMBER 2, 2009
MINUTES

The Organizational and Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, December 2, 2009, by President Joan MacGregor in the Board Meeting Room (HSLH-137), College of the Canyons, 26455 Rockwell Canyon Road, Valencia, California.

Members Present: Mr. Michael D. Berger (sworn into office at meeting)
 Mr. Bruce D. Fortine
 Mrs. Michele R. Jenkins
 Mrs. Joan W. MacGregor
 Mr. Ernest L. Tichenor
 Mr. Scott Thomas Wilk
 Mr. Nicolas Cardenas, Student Trustee

Others Present: Dr. Dianne Van Hook, Chancellor
 Dr. Michael Wilding, Assistant Superintendent/VP, Student Services
 Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services
 Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources and Interim VP,
 Academic Affairs
 Dr. Barry Gribbons, Assistant Superintendent/VP, Institutional Development, Technology
 and Online Services
 Mr. Michael Dermody, President, Academic Senate
 Ms. Lynne Mayer, Administrative Assistant to the Chancellor and the Board of Trustees

Special Presenters
 and Others Present: Ms. Audrey Green, Associate Vice President, Academic Affairs
 Dr. Daylene Meuschke, Director, Institutional Research
 Mr. Jim Schrage, Vice President, Facilities Planning, Operations, and Construction
 Ms. Sue Bozman, VP, District Communication, Marketing & External Relations
 Dr. Dena Maloney, Founding Dean, Canyon Country Campus

President MacGregor declared a quorum and called the meeting to order at 5:05 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 Labor Negotiators (*pursuant to Government Code §54957.6*)
 Santa Clarita Community College District Representative: Dr. Dianne Van Hook, All Unrepresented Employees

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

The Board returned to Open Session at 6:30 pm, and Ms. MacGregor announced no action had been taken in Closed Session.

Ms. MacGregor asked Mr. Tichenor to lead the flag salute. **Flag Salute
 (1.3)**

The Board moved approval of the agenda with the additional information presented for Item 7.1.

**Approval of Agenda
(1.4)**

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

Ms. MacGregor 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 approved the minutes of November 11, 2009

**Approval of Minutes
(11/11/09)
(1.6)**

Motion: Jenkins Second: Fortine Record of Board Vote: 3-0-2
Abstain: MacGregor, Tichenor
Student Trustee: Aye

Mr. Wilk:

- Administered the Oath of Office to Ms. Joan MacGregor and our new Board member, Mr. Michael Berger who were elected in November 2009.

**Recognition/Up Close
(1.7)**

Mr. Berger took his seat at the dais and Mr. Tichenor joined his wife, Holly in the audience.

Several legislative members and representatives were on hand to make special presentations to Mr. Tichenor. Present were:

- Mr. Bret Walters, representing Congressman McKeon presented a Certificate of Recognition;
- Mr. Scott Wilk, Jr., representing Assemblymen Smyth, Strickland, Strickland and Senator Runner, presented a Resolution;
- Mr. Paul Strickland, representing the Wm. S Hart Union High School District, presented a Commendation;
- Mr. Patrick Bryant, representing the City of Santa Clarita, presented a Certificate of Recognition;
- Dr. Van Hook presented a crystal engraved piece, and thanked Mr. Tichenor for his dedicated service and 12 years of experience, noting she will miss him.

Mr. Tichenor thanked his wife and family for their support over the last 12 years serving as a Board member. He thanked the voters for the honor of receiving the votes in his elections to serve as a member of this Board. He felt honored to be part of this Board during such a significant time of change in the history of the college. He also added the Board is only as good as their staff, and with what he felt is the best Chancellor in the country, along with her staff and everyone who works at the college, helps to make COC is the best community college.

Ms. Jenkins thanked Mr. Tichenor's wife, Holly for her support to her husband and for attending so many events and being a big part of the college family.

Dr. Van Hook:

- Presented photos via a PowerPoint presentation of the COC Choirs led by Ms. Julie Lawson. Highlighted were their performances at the Cuesta College Jazz Festival and at the COC Festival held on campus, both held in November.
- Announced that Mr. Fortine's birthday is December 15th and she led the birthday song.

Ms. Jenkins nominated Mr. Wilk as President and he accepted the nomination.
Motion: Jenkins Second: Fortine Record of Board Vote: 5-0
Student Trustee: Aye

**Election of Board
Officers
(1.8)**

Mr. Wilk nominated Ms. Jenkins as Vice-President, and he accepted the nomination.
Motion: Wilk Second: MacGregor Record of Board Vote: 4-0-1
Abstain: Fortine
Student Trustee: Aye

Ms. Jenkins nominated Mr. Berger as Clerk, and he accepted the nomination.
Motion: Jenkins Second: Wilk Record of Board Vote: 5-0
Student Trustee: Aye

Mr. Wilk nominated Dr. Van Hook to continue as Secretary-Parliamentarian to the
Governing Board, which she accepted.
Motion: Wilk Second: Cardenas Record of Board Vote: 5-0
Student Trustee: Aye

Dr. Van Hook presented Ms. MacGregor with an engraved crystal plate on a stand,
noting the College's gratitude for her past year of service as President of the Board.
She noted serving as president can be a large time commitment, and she appreciated
Ms. MacGregor's dedication in this position. She presented her with a scroll listing the
many events Ms. MacGregor has attended this past year.

Ms. MacGregor thanked Dr. Van Hook, and noted:

- It was a tough year with losses in her personal life, along with surgeries and an election.
- It has been a struggle as we deal with the state budget crisis and its impact, while our efforts in enrollment management have been positive as we get the word out to students and they are adapting to the implemented changes.
- Her thanks to several people and departments including fellow trustees Wilk, Jenkins, Tichenor, and Cardenas, as well as Ms. Mayer, the Chancellor, the Chancellor's office staff, PIO, Security, Executive Cabinet members and the faculty.
- She looks forward to working with Mr. Berger as a member of the Board, and Mr. Wilk as president.
- She looks forward to a revision of some Board policies, working to enhance and continue to develop communications with the City and the community at large.
- Moving forward, addressing ways we can work together with the high school district to make our incoming students better prepared for college.

The Board members discussed the options of starting the meetings earlier. The Board moved approval of the dates as presented, and start times will be 4:30 pm for Closed Session, Open Sessions at 6:00 pm.

**Approval of Meeting
Dates for 2010
(1.9)**

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

The Board moved Approval of Resolution No. 2009/10-05: Certification of Signatures (District).

**Approval of Resolution
No. 2009/10-05:
Certification of
Signatures (District)
(1.10)**

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

The Board moved Approval of Resolution No. 2009/10-06: Certification of Signatures (Associated Student Government) as follows:

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

**Approval of Resolution
No. 2009/10-06:
Certification of
Signatures (Associated
Student Government)
(1.11)**

The Board moved approval of the Consent Calendar with the additional information provided for Item 7.1 as follows:

- 3.1 Approval of New and Modified Courses and Programs
- 5.1 Approval of Purchase Order Schedule PO 09/10-5
- 5.2 Approval of Travel Authorizations Schedule T 09/10-10
- 5.3 Approval of Renewal of Independent Contract Agreement Between Santa Clarita Community College District and Mr. Jesse Munoz, Freelance Writer and Photographer
- 5.4 Approval of Renewal of Agreement Between Santa Clarita Community College District and Coffee Kiosk
- 6.1 Approval of Notices of Completion (Various)
- 6.2 Approval of Release of Retention for the Dr. Dianne G. Van Hook University Center Construction Project (Premier Marble & Tile, Mendez Concrete, and Weiss Sheet Metal)
- 6.3 Approval of Contract for Landscape Design Services for the Canyon Country Campus (Lawrence R. Moss & Associates)
- 6.4 Approval of Addendum #02 to Contract for Soils Testing for the Applied Technology Education Center at the Canyon Country Campus (SubSurface Designs, Inc.)
- 6.5 Approval of Addendum #03 for Geotechnical Services for the Mentry Hall Expansion Construction Project (SubSurface Designs, Inc.)
- 6.6 Approval of Change Orders for Bonelli Hall First Floor Remodel Project
- 6.7 Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Construction Project
- 6.8 Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Tenant Improvement Construction Project
- 7.1 Approval of Personnel Schedule PERS 2009/2010-09
- 7.2 Approval of Contract Education Agreement for Services Between Santa Clarita Community College District and the Los Angeles Police Department for On-Site Supervisors of Training Classes
- 7.3 Approval of Resolution 2009/10-08: Adopt Supplemental Employee Retirement Plan (SERP) for Non-Represented Employees
- 7.4 Approval of Contract with Public Agency Retirement System (PARS) for Supplemental Employee Retirement Plan (SERP) for Administrative Employees with Plan Details

Motion: Fortine Second: Wilk Record of Board Vote: 5-0
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 2008-2009.

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

**Consent Calendar
(2)**

**Approval of Payments
for Supplemental
Services for Full-Time
Faculty; Information on
Full-Time Faculty
Reassigned Time,
Overload and Extra
Session Payments to
Date 2008-2009
(3.2)**

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Dr. Van Hook thanked Dr. Maloney for her help in putting the WorkSource Center agreement together. Mr. Jason Crawford addressed the Board and noted everyone at the City is very excited for this Center to become operational. He also thanked Dr. Maloney for her help.

Approval of Lease Agreement Between SCCCD and the City of Santa Clarita (WorkSource Center) (3.3)

The Board moved Approval of Lease Agreement Between Santa Clarita Community College District and the City of Santa Clarita (WorkSource Center).

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

Before Mr. Crawford left the meeting, Mr. Fortine thanked him for his and the City's help in putting together the Bands of America event on the COC campus. He asked Mr. Crawford to convey his thanks to everyone at the City.

The Board received a PowerPoint presentation from Ms. Green and Dr. Meuschke on the Accountability Reporting for the Community Colleges (ARCC/AB1417) Report and Update on the Skills4Success Initiative. There was an extensive question and answer period, covering topics including high school requirements, Basic Skills requirements and the challenges with helping our students to arrive at COC prepared for college by our state mandated standards. There presentation is hereby made a part of these minutes as if fully set forth herein.

Presentation of Accountability Reporting for the Community Colleges (ARCC/AB1417) Report and Update on the Skills4Success Initiative (3.4)

The Board thanked Ms. Green and Dr. Meuschke for sharing this important information and addressing these concerns, noting it is vital to our students and the community, who we are here to serve. Dr. Van Hook noted that among the many challenges associated with the preparedness of students, we need to create an awareness that it isn't about test scores, but rather about knowing and understanding the subject matter.

The Board moved Approval/Ratification of Budget Transfers.

Approval/Ratification of Budget Transfers (5.5)

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

The Board moved Approval of Resolution No 2009/2010-07: Authorizing and Approving the Borrowing of Funds for Fiscal Year 2009/10, and the Issuance and Sale of a 2009/10 Tax and Revenue Anticipation Note (TRAN).

Approval of Resolution No 2009/2010-07: Authorizing and Approving the Borrowing of Funds for Fiscal Year 2009/10, and the Issuance and Sale of a 2009/10 Tax and Revenue Anticipation Note (TRAN) (5.6)

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

The Financial Report – Month Ending October 31, 2009 was presented as information.

Financial Report – Month Ending October 31, 2009 (5.7)

The Board moved Approval of Contract for the Del Valle Regional Training Center for Construction Management Services (Lundgren Management)

Motion: Wilk

Second: Cardenas

Record of Board Vote: 5-0
Student Trustee: Aye

Ms. MacGregor noted she would like to take a tour of this facility.

The Board moved Approval of Administrator Contract Amendments as presented.

Motion: Wilk

Second: Jenkins

Record of Board Vote: 5-0
Student Trustee: Aye

This item was placed on the agenda at Mr. Wilk's request in order for the Board to have a discussion as to how they can share information regarding their involvement in the community.

Mr. Wilk noted that he wants to find a way for Board members to systematically gather information and bring it back to the Board to share.

The Board members offered and discussed various ideas on this topic and how to move forward.

Mr. Wilk asked the Board members to provide additional information to him. Dr. Van Hook noted that since the Board approves Section 2000 Procedures, they should provide input to Mr. Wilk and when she meets with him in January, they can discuss it and bring back parameters as to when a Board member has a responsibility to report back to the Board and when he/she does not.

Dr. Van Hook:

- Distributed a new "*What They're Saying...*" (written by Mr. Eric Harnish), and briefly highlighted the key issues included therein. In particular, she noted that Dr. Gribbons and Ms. Coleal have had conversations with the Legislative Analysts Office and they are interested in some of our ideas we submitted a year ago. They would like to talk with us about the redundancy of costs of providing education and how the various levels are funded. Dr. Gribbons and Ms. Coleal have been talking with the State Chancellor's Office about the challenges with the growth formula.
- Will be doing two All College staff meetings to:
 - o Clarify the news received last week about the state being \$21 billion short,
 - o Address downsizing and to discuss the state of the college,
 - o Provide a financial update on the state budget and our plans for moving forward.
- Mr. Skinner (State Chancellor's Office) recently released information that the K-12 community college system are owed a billion dollars more this year than we've received.

Mr. Dermody noted that:

- Mr. Berger and Ms. MacGregor are to be congratulated for beginning their new terms as Board members.
- The faculty members who are involved with Skills4Success program are very passionate about this and are concerned about making sure our students succeed.
 - At the Academic Senate meeting the Equal Employment Opportunity Plan was presented to them by Ms. Fiero.

**Approval of Contract
for the Del Valle
Regional Training
Center for Construction
Management Services
(Lundgren
Management)
(6.9)**

**Approval of
Administrator Contract
Amendments
(7.5)**

**Discussion for How the
Board of Trustees Can
Share Information
Regarding their
Community
Involvement
(9.1)**

**Update on Legislation
(10.1)**

**Academic Senate
Report
(11.1)**

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- The Academic Senate continues to work with Dr. Wilding to revise policies for student success.
- The Scholarly presentation with Ms. Kelly Cude was a great success. The goal was to showcase the wonderful scholars we have, and the fact they are great teachers as well.

**Academic Senate
Report
(11.1) con't**

Ms. Mayer, on behalf of the Classified Senate, noted the Fall Arts and Crafts Fair will be held this Saturday and Sunday, December 5 and 6. Half the proceeds will go to the SCV Domestic Violence Center.

**Classified Senate
Report
(11.2)**

Mr. Blakey:

- Thanked Mr. Tichenor for his 12 years of service and wished him the best of luck. Welcomed Mr. Berger and the return of Ms. MacGregor, and they are looking forward to working with them.
- Noted the faculty office hour will be held at the beginning of next semester.
- Announced that the Board Q&A FLEX workshop is scheduled in early February.

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

Ms. Jenkins thanked COCFA for their help and support during the November election.

Mr. Fortine noted:

- The Foundation has a new plan of succession for their officers during their terms. The Chair will be Ms. Jill Mellady, 1st Vice-Chair is Mr. Bob McCarty, Ms. Doris Marie Zimmer as 2nd vice-chair. They all agreed to serve in this type of succession. The Foundation hosted their Legacy Showcase event in the Art Gallery last night. They discussed ways to give to the college.

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

Dr. Van Hook invited the administrators to report on their areas.

**Chancellor's Report
(11.5)**

Dr. Maloney noted that:

- The Canyon County Campus is full for winter session. They have 37 classes with only 3 classes that have a few spaces left.
- Changes are being made to the campus with facilities. They have a new coffee operation starting in the spring. They plan to host a blood drive at CCC.

Mr. Schrage:

- Noted that we have received DSA approval on the Library expansion. This is a state-match bond, however, so we aren't sure how long this may ultimately take.

Ms. Bozman noted that

- The Spring schedule of classes went into the Board's mailboxes and we will send a postcard to the community that these schedules will not be mailed, but they can access it online.
- A new edition of "Breaking News" is in the mail.
- The second half of the PAC season is also being mailed out.

Ms. Fiero noted that:

- Human Resources has moved to the University Center.
- They plan to host an Open House on December 10th.
- The Foundation staff will be moving in tomorrow and Professional Development is there as well.
- She attended the Festival of Trees event.
- The Boys and Girls Club and Zonta will be doing a gift card drive for the teens they serve. COC will do a drive for this effort, too.

Dr. Wilding announced that:

- EOPS is moving into the recently vacated space that was occupied by Human Resources.
- This Saturday is the EOPS holiday book fair.

Dr. Gribbons noted that:

- The COC holiday party will be held next Wednesday at noon in the Cougar Café. He thanked the Academic Senate and faculty for participating in the program review process.

Ms. Coleal added that:

- Fiscal Services just finished the budget and will be starting the next one for 2010-11.
- The Purchasing Department has been busy with lots of grants for Nano technology, and the Mentry Hall expansion and equipment being ordered for this project.

Dr. Van Hook noted that:

- She attended the CCLC conference in November and there were some challenges with the scheduling of some of the sessions. She, (along with Dr. Gribbons) presented on the University Center, Skills4Success and was going to fill in at the Student Advocacy session, but again, due to challenges, it was canceled. Ms. Audrey Green did a presentation on the GO and PAL programs.
- The Economic Development Corporation was successful in obtaining a \$200,000 commitment from the City. They have other commitments for \$50,000 and are close to achieving their goal of \$525,000.
- There is an Advocacy committee meeting next Thursday. They want to gear up and be ready so when the Governor's proposal comes out, we have talking points and can brainstorm strategies.
- The 3rd LEAP group will be launched in late January.
- Mr. Jay Thomas will step in for Ms. Jill Mellady and take on the role as the chair of the President's Circle/Business Council.
- She was invited to be the commencement speaker at the University of LaVerne in June. She was also invited to speak at the US Census Department release in Santa Clarita and discuss how the college uses census data.
- Mr. Adam Philipson received word that we will get \$5,000 from Southern California Edison to support the Educational Outreach program and another \$5,000 is expected in early spring.
- Through the Foundation, we now have approximately 5 or 6 OSHER scholarships set up, with others in the works and the possibility of receiving \$100,000 which would net \$50,000 in a match from the OSHER Foundation.

Mr. Cardenas noted that he and the students are busy getting ready for finals.

Mr. Fortine noted that:

- Mr. Dave Perry from Supervisor Antonovich's office arrived at our meeting tonight after the presentations to Mr. Tichenor were made.
- The Scholarly Presentation was truly memorable. They had 584 people in attendance and it was wonderful.
- He will be playing Santa Claus for Zonta, with the proceeds going to the Val Verde area and Girls' organizations.

Mr. Wilk added that:

- He also enjoyed the Scholarly Presentation and is looking forward to the next one.
- He congratulated Ms. MacGregor for her year as Board president. He noted he has served under each of his fellow board members, and he appreciated Ms. MacGregor's conscientious efforts and hard work as a friend and Board president.

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

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

Mr. Berger noted that:

- He is thrilled to be here. He thanked Mr. Tichenor for his endorsement during the election, and thanked everyone for helping him to get to this point. He added he is looking forward to serving on this Board.

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

Ms. Jenkins noted that:

- Mr. Berger has asked her to be his mentor, which she agreed to do.
- She also attended the CCLC conference and noted it was great to see Dr. Phil Hartley.
- She attended a presentation by Dr. Pamela Cox-Otto on how to develop staff to stay with the district and move to leadership roles.

Ms. MacGregor:

- Reminded everyone about the holiday lunch next week.
- Noted the pinning ceremony for the nursing program will be held next week. She will be speaking briefly at the ceremony and added that she had a COC nurse during her recovery from her knee surgery.
- She asked the Board members to stay after the meeting is over to sign many documents that Ms. Mayer has for them.
- Offered her thanks to everyone for their help and support during this past year, and for their kind wishes during her recovery, too.

There were none.

**Comments by the
Audience for Items Not
on the Agenda
(11.7)**

Ms. MacGregor requested:

- A discussion item on committee involvement in January, as discussed earlier.
- A review of the Board's budget in January.
- The Board work to finalize the revisions and/or changes to the Policies and Procedures in regards to events/travel.
- A report of Funds for the Future account, which will tie into the Board's Budget review.

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

President MacGregor announced the next regular scheduled meeting will be a Business meeting on Wednesday, January 20, 2010. The meeting will begin at 4:30 pm in HSLH 137 with Closed Session, followed by Open Session at 6:00 pm.

**Announcement of Next
Meeting (01/20/10) and
Adjournment
(12)**

There being no further business, the meeting was adjourned at 9:27 p.m.

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 _____