

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, OCTOBER 14, 2009
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, October 14, 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. 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. Mitjl Capet, Assistant Superintendent/VP, Instruction
Dr. Michael Wilding, Assistant Superintendent/VP, Student Services
Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services (arrived 6:32 pm)
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: Dr. Dena Maloney, Founding Dean, Canyon Country Campus
Mr. Jim Schrage, VP, Facilities and Planning, Operations and Construction
Ms. Sue Bozman, VP, District Communications, Marketing & External Relations
Ms. Audrey Green, Associate VP, Academic Affairs
Dr. Bruce Getzan, Dean, Economic Development
Ms. Nina Grooms, VEP Counselor

President MacGregor declared a quorum and called the meeting to order at 5:11 pm.
The Board moved to Closed Session.

**Quorum Established
(1.1)**

- 1.2a Discussion of Denial of Claim (*pursuant to Government Code §54956.95(a)*)
Keenan & Associates Claim No. 422730
Santa Clarita Community College District
- 1.2b Conference with Labor Negotiators (*pursuant to Government Code §54957.6*)
Santa Clarita Community College District Representative: Dr. Dianne Van Hook
Unrepresented Employees: Dean, Allied Health; Interim Director, Community and Continuing Education; Director, MESA; Box Office Manager; Dean, Distance Learning Programs and Training; Associate Vice President, Academic Affairs; Director of Nursing; Associate Dean, Instructional Support; Dean, Mathematics, Sciences and Engineering Technologies; Associate Director, Center for Early Childhood Education Laboratory Preschool Programs; Interim Director, Public Safety Instructional Programs; Division Dean, Humanities; Division Dean, Physical Education and Athletic Director; Dean, Fine and Performing Arts; Managing Director, Santa Clarita Performing Arts Center at College of the Canyons; Dean, Social Science and Business; Associate Director, Center for Early Childhood Education Infant/Toddler Programs; Technical Director, Performing Arts Center; Dean, Early Childhood Education & Training Programs; Theater Manager; Assistant Technical Director, Performing Arts Center

**Closed Session
(1.2)**

**Board of Trustees Minutes – Business/Budget Study Session Meeting
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1.2c Conference with Labor Negotiator (*pursuant to Government Code §54957.6*)
Santa Clarita Community College District Representative: Dr. Michael Wilding
Part Time Faculty United-AFT Local 6262

**Closed Session
(1.2) con't**

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

The Board returned to Open Session at 6:37 pm. Ms. MacGregor announced that no action was 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

Mrs. 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 moved approval of the minutes of September 23, 2009.

**Approval of Minutes
(09/23/09)
(1.6)**

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

Dr. Van Hook:

- Congratulated Ms. Jenkins and her husband, Dr. Greg Jenkins, who were once again named the Best Family Practice in the SCV by the community.
- Noted that October 11th was Ms. MacGregor’s birthday, and she led the birthday song for her.
- Noted that Mr. James Glapa-Grossklag was invited to participate in the Customer Advisory Board of The Learning Edge North America, the company that produces the software we use for our Open Educational Resources (OER) repository.
- Announced there was an obituary for Mr. Brian Kemp in the Signal. He was a former student who graduated from COC, was part of the Canyon Call staff, and was always in attendance at many COC events to take photos. He will be missed.
- Introduced Ms. Audrey Green, who provided highlights from a recent trip to the Strengthening Student Skills Conference held last week where COC was presented with the Hewlett “Leaders in Student Success” award (which she showed at the meeting).
- Introduced Dr. Getzan and Ms. Grooms, who provided information on the Young Entrepreneur’s Program (YEP). They provided information about the conference to be held on October 27th and provided the Board with an informational handout.

**Recognition/Up Close
(1.7)**

Mr. Wilk requested that Item 5.5 be removed from the Consent Calendar for separate approval, and Mr. Cardenas requested that Item 5.7 be removed as well. The Board moved approval of the remainder of the Consent Calendar (with the additional information provided for Item 7.1) as follows:

**Consent Calendar
(2)**

- 3.1 Approval of Contract Between Santa Clarita Community College District and the Center for Occupational Research and Development (CORD)
- 5.1 Approval of Purchase Order Schedule PO 09/10-3
- 5.2 Approval of Travel Authorizations Schedule T 09/10-7
- 5.3 Approval/Ratification of Interfund Transfers
- 5.4 Denial of Claim for Damages – Keenan & Associates Claim No. 422730

- 5.6 Approval of Agreement Between Santa Clarita Community College District and the County of Los Angeles for the Donation of Surplus Personal Property
- 6.1 Approval of Notices of Completion (Various Projects)
- 6.2 Approval of Surplus District Property Other Than Land Under Board Policy 6550 (Various Items)
- 6.3 Approval of Release of Retention for the Dr. Dianne G. Van Hook University Center Construction Project (AC Electric Company and Weiss Sheet Metal)
- 6.4 Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Tenant Improvement Construction Project
- 6.5 Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Construction Project
- 6.6 Approval of Contract for the Dr. Dianne G. Van Hook University Center Construction Project (Consolidated Testing, Inc.)
- 6.7 Approval of Contract for the Dr. Dianne G. Van Hook University Center Construction Project (Ventura Directional Drilling, Inc.)
- 6.8 Approval of Contract for Exterior Signage for the Valencia Campus (Vomar Products, Inc.)
- 7.1 Approval of Personnel Schedule PERS 2009/2010-6
- 8.1 Approval of Renewal to Agreement Between Santa Clarita Community College District and Visucate (AutoCAD)

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

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

Items 5.5 and 5.7 were removed from the Consent Calendar to address questions regarding these items. These items were discussed and approved as follows:

**Items Removed from
Consent Calendar for
Separate Approval
(Items 5.5 and 5.7)**

- 5.5 Approval of Santa Clarita Community College District Memberships for Fiscal Year 2009/10, with only one VIA membership being approved, and direction by the Board to pursue the Chamber's enhanced membership package for COC.

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

- 5.7 Approval of Agreement Between Santa Clarita Community College District and Integrated Support Solutions, Inc. (ISSI) for Campus Food Services.

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

The Board moved Approval of Payments for Supplementary 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 Supplementary
Services for Full-Time
Faculty; Information on
Full-Time Faculty Re-
assigned Time, Over-
load and Extra Session
Payments to Date 09/10
(3.2)**

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

The Board moved Approval of Establishment of New Funds in the Los Angeles County Peoplesoft Financial System and the Datatel Financial System for Processing College of the Canyons Foundation Accounting.

**Approval of Establish-
ment of New Funds in
the LA County People-
soft Financial System
and the Datatel Finan-
cial System for Proces-
sing COC Foundation
Accounting
(5.8)**

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

The Public Hearing on the 2009-2010 Adopted Budgets was opened for any public comment. Upon hearing none, the Hearing was closed.

**Public Hearing on the
2009-2010 Adopted
Budgets
(5.9)**

Ms. Coleal thanked Ms. Mary Ann Bardin, Ms. Donna Haywood, Ms. Cindy Grandgeorge and Dr. Van Hook for their hard work and dedication to putting this information together. She presented a PowerPoint to the Board highlighting:

**Adoption of 2009-2010
Budgets
(5.10)**

- Federal support received
- System budget and Information from the State Chancellor's Office
- 2009/10 State Budget Overview (no changes since the Tentative Budget)
- Our District growth rates, course and program development and concurrent enrollment
- Our plans for rebasing and how it will affect us
- 2009/10 Adopted Revenue Budget
- Estimated Categorical funding
- Expense Assumptions and the decrease from the 2008/09 budget
- Highlights of what the 2009/10 Adopted Revenue Budget will fund
- Other sources of revenue, including grants, state and local construction funds, monies raised through the Foundation and Contract Education revenues

Ms. Jenkins noted that shortly after Dr. Van Hook was hired, the Board encouraged the administration to do what they had to do to build the capacity, and Dr. Van Hook was a leader in that effort. People criticized us and thought we were doing too much and too fast, but in the long run, it enabled us to be where we are today and making less cuts. She added that the administrative leadership and the cooperation of faculty who worked hard to do so.

Dr. Van Hook provided a brief historical review of where we were in 1988, during a time of very high unfunded growth and the effect it ultimately had on students, because while we kept offering courses, we ended up cutting amenities that students need (ie, counseling services). She also noted that when you fund overcap FTES, it can put a district in an unhealthy financial situation where you erode your contingency, you become less flexible, unable to take advantage of opportunities, and could end up on the state Chancellor's Office watch list.

It was noted that the District continues to maintain a 6% reserve. The Board moved Adoption of the 2008-2009 Budgets as follows:

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

The Board moved Approval of Award of Contracts for the Truck Training Prop at the Del Valle Regional Training Center.

**Approval of Award of
Contracts for the Truck
Training Prop at the Del
Valle Regional Training
Center
(6.9)**

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

The Board moved Approval of Addendum #03 to the Design/Build Contract for the Mentry Hall (Fine Arts) Expansion Project (Klassen Corporation).

**Approval of Addendum
#03 to the Design/Build
Contract for the Mentry
Hall (Fine Arts)
Expansion Project
(Klassen Corporation)
(6.10)**

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

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The Board moved Approval of Contract for Labor Compliance Services for the Mentry Hall (Fine Arts) Expansion Construction Project (The Solis Group).

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

**Approval of Contract
for Labor Compliance
Services for the Mentry
Hall (Fine Arts) Expans-
ion Construction Pro-
ject (The Solis Group)
(6.11)**

The Board moved Approval of Contract for Signage Design Services for the Applied Technology Center at the Canyon Country Campus (Biesek Design).

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

**Approval of Contract
for Signage Design
Services for the
Applied Technology
Center at the Canyon
Country Campus
(Biesek Design)
(6.12)**

The Board moved Ratification of Contract for Dr. Dianne G. Van Hook University Center Construction Project (Glynn Construction).

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

**Ratification of Contract
for Dr. Dianne G. Van
Hook University Center
Construction Project
(Glynn Construction)
(6.13)**

The Board moved Ratification of Contract for Site Repairs at the Canyon Country Campus (Atlas Roofing Company).

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

**Ratification of Contract
for Site Repairs at the
Canyon Country
Campus (Atlas Roofing
Company)
(6.14)**

Dr. Van Hook noted that:

- She distributed a new “*What They’re Saying...*” legislative update, written by Mr. Eric Harnish, and she briefly highlighted the key issues included therein. In particular she noted AB172 passed, but due to a combination of errors, it will have to repeat the legislative process again.

**Update on Legislation
(10.1)**

Mr. Dermody had nothing to report.

**Academic Senate
Report
(11.1)**

There was no one present to report.

**Classified Senate
Report
(11.2)**

Ms. MacGregor noted this is a new category for all other organizations to make reports to the Board at meetings. There were no additional reports.

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

Mr. Fortine noted:

- He attended a funder’s meeting at Southern California Edison where they announced their plan to give \$2,000 for each student (up to 50 students) to 10 college districts. This is something districts can apply for and we hope to get some of these funds for COC.
- At the Executive Board meeting, they evaluated leave policy and travel procedures for staff.

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

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Dr. Van Hook noted the discussion on employee leaves for the Foundation employees, as well as a finance report, the October 24th President's Circle event, and the new Business Partners plans occupied most of the meeting.

**Board Liaison Committee Member Report
(11.4) con't**

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

**Chancellor's Report
(11.5)**

Ms. Bozman showed the new H1N1 poster we have placed around campus to make everyone aware of the swine flu and the importance of washing hands, etc.

Mr. Schrage announced that:

- He is working toward the next deadline on our construction projects.
- The COC Hockey team beat Southern Florida, 6-2.

Dr. Maloney noted that:

- The COC Job Fair at Expo was a great compliment to the Chamber's event.

Dr. Capet, Dr. Gribbons, and Ms. Coleal had nothing additional to report.

Dr. Wilding noted that:

- Last Saturday, a COC team participated in the Habitat for Humanities 5k walk where they raised over \$3,000 dollars. He passed around a photo of the team.
- The Basra project provided Gamma Beta Phi (Service Learning honor society) the opportunity to send 13 boxes of school supplies to Major John D'Astoli (Professor Fred D'Astoli's son) to distribute to children in Iraq.
- Gamma Beta Phi also raised over \$500 for the American Heart Association.
- Students are selling COC bears for the Leukemia and Lymphoma Society.
- The SCV Food Pantry's food drive scheduled for November 2-25, 2009.

Ms. Fiero added that:

- A LEAP Ahead session on October 2nd featured a presentation by Dr. Daylene Meuschke on research tools.
- The next LEAP meeting is October 23rd.

Dr. Van Hook noted that:

- She attended the third Economic Development meeting yesterday. They have some targeted fundraising "suspects" as well, and she will be working with Mr. Bill Kennedy to come up with a draft of the strategic plan.
- We received a thank you note from the City for helping to accommodate a performance in the PAC for the Philippine National Dance company ahead of the time when we normally schedule performances.
- Last Friday, she and Ms Coleal took Mr. Ken Pulskamp and Mr. Darren Hernandez on tour of the University Center. They are thrilled with the worksource center space.
- Our ETI director, Ms. Kristin Houser, has been working with Princess Cruises to develop new initiatives and make available some career development programs. Princess is encouraging their non-finance employees to take finance based courses.
- The Board has a time conflict on November 11th during our scheduled Board meeting. She asked the Board to entertain the possibility to hold the meeting in the afternoon, as the Board is scheduled to host the reception for the Scholarly Presentation beginning at 6:00pm that evening in the PAC.

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

Mr. Cardenas announced that:

- Earlier today, he moderated the Board Candidate Forum and felt it went very well.
- The ASG is going to a conference in Sacramento this weekend.
- The ASG officers are looking forward to the Joint Board meeting.

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

Mr. Fortine added that:

Reports by Student

- He attended the PBS Hispanic Heritage dinner.
- He attended the Alumni & Friends BBQ and the COC football game.
- He was at the State of City luncheon.
- He attended the SCV Trustees Association meeting.
- His wife, Gloria, was honored by Supervisor Antonovich as one of the Hispanic publically elected official of the year.
- The Job Fair held during the Chamber Expo was great, but the parking was difficult.
- He attended an event at Bob Kellar's house for people involved in the Arts.
- He attended a meeting of the Chamber's Economic Development committee today. They discussed the "Bands of America" event on October 21 and the Hart Rampage Marching Band competition on November 7.
- This weekend is the "Light the Night" walk. He and Gloria are chairing the event again this year. Last year they helped to raise \$243,000.

Mr. Wilk noted that he attended:

- The 2nd annual Soroptomist Wine Walk in support of breast cancer awareness on Town Center Drive. He noted this would be a great event for our Culinary Arts Education program to get involved in next year.
- The 5th annual Law Day lunch.
- The Chamber Expo and volunteered at the COC booth. He added that Mr. Cardenas is a great ambassador for the College, and he was very proud of his involvement and knowledge at the Expo. It was great to meet his parents and brother.
- The workshop on Daniel Catan's Opera, which was a great opportunity for students to work with musicians of such great caliber.

Mr. Tichenor noted that:

- His daughter Sydney, a COC alumnus, is currently an Au Pair in Iceland.
- He attended the Board Candidates Forum today and Mr. Cardenas did a great job moderating at the event.
- He took a tour the University Center today and it is a beautiful facility.

Ms. Jenkins:

- Apologized to Mr. Schrage that she was unable to make it to the tour of the University Center today.
- Noted that she will be traveling to the ACES committee meeting tomorrow in the San Francisco area.
- Announced she is registered for the CCLC conference in November, and while there, will serve on a panel at the request of Ms. Allison Devlin.
- Noted she helped last night to stuff 3200 pieces of campaign materials at CTA headquarters.

Ms. MacGregor announced that she:

- Attended the Alumni & Friends BBQ and football game.
- Attended the SCV Trustees Association meeting.
- Volunteered at the Expo booth and enjoyed meeting Mr. Cardenas's family.
- Attended Daniel Catan's Opera Workshop and it was one of the best "arts" evenings she's had at the College.
- Attended the State of the City luncheon.
- Participated in the Candidate's Forum, and thanked the ASG for hosting it and Mr. Cardenas for being the moderator.
- Met with Dr. Wilding and Ms. Devlin where they planned the Joint ASG Meeting agenda. She reminded everyone the meeting was moved to Thursday, October 29th. The Board members have the opportunity to tour the ASG offices and the expanded Student Computer Lab prior to the meeting (at 2:00 pm).
- Appreciated the faculty's help last night putting together campaign materials.

There were no additional comments.

**Item Not on the Agenda
(11.7)**

It was noted that the item to discuss Board member committee involvement and reporting back to the Board is still an outstanding request.

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

Ms. MacGregor announced the next meeting will a Joint Meeting with the ASG officers, and will be held on Thursday, October 29, 2009. The meeting will begin at 2:30pm in the Board Room (HSLH 137).

**Announcement of Next
Meeting (10/29/09) and
Adjournment
(12)**

There being no further business, the meeting was adjourned at 9:14 pm.

Mr. Bruce D. Fortine, 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 _____