The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, January 19, 2011 by President Michele Jenkins in the Board Meeting Room (HSLH-137), College of the Canyons, 26455 Rockwell Canyon Road, Valencia, California.

Members Present:  
Mr. Michael D. Berger (arrived 3:50 pm)  
Mr. Bruce D. Fortline  
Mrs. Michele R. Jenkins  
Mrs. Joan W. MacGregor  
Mr. Scott Thomas Wilk

Members Absent:  
Mr. Nick Onyshko, Student Trustee (out of town)

Others Present:  
Dr. Dianne Van Hook, Chancellor  
Dr. Michael Wilding, Assistant Superintendent/VP, Student Services  
Dr. Mitzi Capet, Assistant Superintendent/VP, Instruction  
Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services  
Dr. Barry Gribbins, Assistant Superintendent/VP, Institutional Development, Technology and Online Services  
Ms. Lynne Mayer, Administrative Assistant to the Chancellor and the Board of Trustees

Special Presenters and Others Present:  
Ms. Leslie Carr, Director, Professional Development  
Ms. Diane Stewart Dean, Early Childhood Education and Training Programs  
The Outreach Project (LEAP team) and BEST Project (LEAP team)  
Ms. Cindy Grandgeorge, Controller  
Ms. Kari Soffa, Director, Accounting Services  
Mr. Bill Rauch, CPA, Vavrinek, Trine, Day, & Co., LLP  
Mr. Murray Wood, Chief Development Officer, COC Foundation  
Ms. Lois Baccio, President, Child & Family Center Foundation  
Mr. Chris Clark, Executive Director, YMCA  
Ms. Cathy Ritz, Chief Operational Officer, COC Foundation/Interim Director, University Center  
Mr. and Mrs. Steve and Doris Marie Zimmer, COC Foundation Board members  
Mr. Jim Schrage, Vice President, Facilities Planning, Operations, and Construction  
Mr. John McElwain, VP, District Communication, Marketing & External Relations  
Dr. Dena Maloney, VP, Canyon Country Campus and Economic Development  
Mr. Chris Blakey, President, COCFA

President Jenkins declared a quorum and called the meeting to order at 3:35 pm.

Quorum Established (1.1)

Closed Session (1.2)

The Board moved to Closed Session in the Conference Room (HSLH-136), where they discussed the following:

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

1.2b Liability Claims (pursuant to Government Code §54956.95)  
Claimant: Mr. Marc Richards  
Agency Claimed Against: Santa Clarita Community College District
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Those present in Closed Session were Berger, Capet, Fortine, Gibbons, Jenkins, MacGregor, Maloney, McElwain, Schrage, Van Hook, and Wilk.

The Board returned to Open Session at 6:01 p.m. and Ms. Jenkins announced no action had been taken in Closed Session.

Ms. Jenkins asked Ms. MacGregor to lead the flag salute.

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

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

Ms. Jenkins welcomed all present to the meeting and invited anyone wishing to address the Board to so indicate and they would be recognized. She asked the audience members to introduce themselves.

The Board approved the minutes of December 8, 2010, with one minor correction to the spelling of a name noted by Dr. Maloney under Item 11.5.

Motion: MacGregor Second: Wilk Record of Board Vote: 4-0-1 Abstain: Fortine

Dr. Van Hook noted the LEAP program has produced 20 new projects that have helped to close a gap or start something new and beneficial for our college. The Board received two LEAP group presentations by mentors Ms. Carr and Ms. Stewart and members of the two LEAP teams:

- The Outreach project was presented by Renee Marshall, Wendy Trujillo, Tammy Bethke, and Wendy Ruiz. The project will help coordinate the efforts of COC employees engaging in outreach activities to the community with a variety of materials.
- The Business, Employee and Student Training (BEST) project was presented by Susan Crowther, Catherine Grooms, Anne Mareno and Sandra Hernandez. The project will help connect the training vehicles on campus through a coordinated effort and ultimately develop a one-stop shop website, thereby reducing redundancy and offering an integrated training solution for the campus and community.

The Board removed Item 4.2 from the agenda, and moved approval of the remainder of the Consent Calendar and the additional information provided for Item 7.1 as follows:

3.1 Approval of Winter 2011 Instructional Field Trips
3.2 Approval of Spring 2011 Instructional Field Trips
3.3 Approval of Agreement Between the Santa Clarita Community College District and El Proyecto del Barrio (CACT/ETI)
3.4 Ratification to Extend the Existing Agreement Between Santa Clarita Community College District and Glendale Adventist Medical Center for the Nursing Program (Allied Health)
3.5 Approval of Agreement Between Santa Clarita Community College District and Artifice Studios, LLC (Canyon Country Campus Website)
4.1 Approval of Spring 2011 Intercollegiate Travel
4.2 Approval of Nonresident Tuition for FY 2011-2012
5.1 Approval of Purchase Order Schedule PO 10/11-6
5.2 Approval of Travel Authorizations Schedule T 10/11-11
5.3 Approval of Mileage Rate: Increase to $1.00 Per Mile for Business Miles Driven Effective January 1, 2011
5.4 Denial of Claim for Damages — Keenan & Associates Claim #443084, Marc Richards, Claimant
5.5 Approval/Ratification of Interfund Transfer
5.6 Approval of Issuance of Additional District American Express Corporate Card
5.7 Approval of Amendment to Agreement Between Santa Clarita Community College District and Canyons Aquatics for Parking Plan
5.8 Approval to Participate in the State Chancellor's Office Capital Outlay Grant Financing Program and Approval to Establish District Fund 42 for Deposit of Grant Financing Proceeds
6.1 Approval of Agreement with the County of Los Angeles for the Countywide Household Hazardous and Electronic Waste Collection Program Siting Liability Agreement
6.2 Approval of Contract for Installation of Hand Dryers (H&S Electric, Inc.)
6.3 Approval of Addendum #01 to the Contract for Executive Architect Services for the Administration Building Addition/Remodel (IBP/Architecture)
6.4 Approval of Addendum #01 for Geotechnical Services for the Del Valle Regional Training Center (Construction Testing & Engineering, Inc.)
7.1 Approval of Personnel Schedule PERS 2010/2011-10
7.2 Approval of Educational Administrator Employment Contract for Assistant Dean, Allied Health and Public Safety/Director, Nursing Programs
8.1 Ratification of the Contract Between Santa Clarita Community College District and Economic Modeling Specialists, Inc. (EMSI)/CC Benefits for an Economic Impact Study

Ms. MacGregor posed some questions in regards to Item 4.2, Approval of Nonresident Tuition for FY 2011-2012. The Board asked Dr. Wilding to pursue additional information and bring this item back to the Board at a future meeting. Therefore, Item 4.2 was pulled from the agenda. The Board moved approval of the remainder of the Consent Calendar.

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

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 2010-2011.

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

The Board moved Approval of the Academic Calendar for 2011/2012 and 2012/2013.

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

The Board moved Approval/Ratification of Budget Transfers.

Motion: Fortune Second: Berger Record of Board Vote: 5-0

Items 5.14 through 5.16 were moved forward on the agenda for approval. The Board moved Approval of Budget Parameters for Fiscal Year 2011/12.

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

Approval of Payments for Supplementary Services for Full-Time Faculty: Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date 2010-2011 (3.6)

Approval of the Academic Calendar for 2011/2012 and 2012/2013 (4.3)

Approval/Ratification of Budget Transfers (5.9)

Approval of Budget Parameters for Fiscal Year 2011/12 (5.14)
Ratification of Amendment to ISSI Agreement for Subcontract with Gourmet Food Trucks to Provide Campus Food Service

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

The Board moved Approval of Resolution No. 2011/12-06: Resolution Authorizing and Approving the Borrowing of Funds for Fiscal Year 2010-2011; The Issuance and Sale of a 2010-2011 Tax and Revenue Anticipation Note Therefore and Participation in the Community College League of California Tax and Revenue Anticipation Notes Program.

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

Mr. Rauch presented the Board with a Review of College of the Canyons Foundation Annual Financial Report (Audit). He highlighted the key points on the audit and answered questions. He noted their unqualified opinion achieved on this audit is the best opinion possible, and something donors will look for when making donations.

Ms. Zimmer, Vice-Chair of COC Foundation provided a perspective from the Foundation and thanked those involved in this audit. Ms. Ritz also extended her appreciation, noting that the checks and balances help ensure that the Foundation is a financially stable organization.

This item was moved forward on the agenda by Ms. Jenkins. Mr. Wood provided an Update and Overview of the Santa Clarita Valley Non Profit Leadership Network Collaborative, launched in August 2010 with 100 agencies, and we are continuing to grow. Also present and noting their appreciation for this collaboration were Lois Bauecco (President, Child & Family Center Foundation) and Chris Clark (Executive Director, YMCA).

Mr. Rauch provided the Board with an overview of this audit, noting an unqualified opinion was issued by the auditors. The Board moved Acceptance of Measure C General Obligation Bonds Financial Audit and Agreed-Upon Procedures Report for the Fiscal Year Ending June 30, 2010.

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

Mr. Rauch provided the Board with an overview of this audit, noting an unqualified opinion was issued by the auditors. The Board moved Acceptance of Measure M General Obligation Bonds Financial Audit and Agreed-Upon Procedures Report for the Fiscal Year Ending June 30, 2010.

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


Update on the Santa Clarita Valley Non Profit Leadership Network Collaborative


Mr. Rauch provided an overview of the audit, highlighting the key areas within the audit and answering questions. He noted this audit has an unqualified opinion issued by the auditors and includes a comprehensive, complete Management's Discussion & Analysis (MD&A) report and no audit adjustments. There was a minor finding regarding the compliance of concurrently enrolled students and the cap on units taken, which has since been addressed by the District. The Board moved Acceptance of Santa Clarita Community College District Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2010.

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


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

The Board received the Financial Report – Month Ending November 30, 2010 as Information.

The Board moved Approval of Contract for Equipment Rental Services for the Library Addition Construction Project (Andy Gump).

Motion: Berger  Second: Fortune  Record of Board Vote: 5-0

The Board moved Approval of Change Orders for the Applied Technology Education Center Construction Project at the Canyon Country Campus.

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

The Board moved Approval of Change Orders for the Burn Tower Prop at the Del Valle Regional Training Center.

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

The Board moved Approval of Change Order for the Library Construction Project at the Valencia Campus.

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

The Board moved Approval of Contract for Flooring for the Applied Technology Education Center at the Canyon Country Campus (Stonhard).

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

Approval of Selection of Vavrinek, Trine, Day and Co., LLP as External Auditor for the District, COC Foundation, and GO Bond Audits for Fiscal Years 2010-2011, 2011-2012, and 2012-13 (5.17)

Financial Report – Month Ending November 30, 2010 (5.18)

Approval of Contract for Equipment Rental Services for the Library Addition Construction Project (Andy Gump) (6.5)

Approval of Change Orders for the Applied Technology Education Center Construction Project at the Canyon Country Campus (6.6)

Approval of Change Orders for the Burn Tower Prop at the Del Valle Regional Training Center (6.7)

Approval of Change Order for the Library Construction Project at the Valencia Campus (6.8)

Approval of Contract for Flooring for the Applied Technology Education Center at the CCC (Stonhard) (6.9)
The Board moved Approval of Correction on Bid Amount for the Library Construction Project.

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

The Board moved Ratification of Rejection and Awards of Bid for the Library Construction Project.

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

The Board moved Approval of Contract for Architectural & Engineering Services for the Culinary Arts Building, Valencia Campus (KBZ Architects, Inc.).

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

The Public Hearing on the College of the Canyons Faculty Association CTA/NEA (COCFA) Re-Opener Proposal for 2010/2011 was opened by Ms. Jenkins at 8:23 pm. There were no comments, and the hearing was closed.

The Board moved Approval of Code of Professional Ethics (Ethics Policy), BP 3050, Second Reading.

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

The Board moved Approval of the Dissolution of the Measure "C" Citizens' Oversight Committee.

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

Dr. Van Hook:
✓ Noted we had an advocacy team meeting yesterday. She distributed the ACCCA/ACBO budget workshop materials (from last Friday's meeting in Sacramento) which were handed out at the advocacy meeting. She also distributed a summary sheet on the Governor's proposed budget.
✓ Noted she and Mr. Harsh had listened in on the CCLC's Budget Webinar online discussion held last week, and distributed copies of the slides from the meeting. She briefly reviewed the ideas that came out of the advocacy team meeting and highlights from the Webinar discussion. In particular, she noted a chart listing "winners" and "losers" for retention rates among community colleges, and COC has the second highest retention rate in the state.
✓ Has worked with Santa Monica CCD and language with the committee consultant to present the idea of initiating a bill to enhance the ability to award unit credit for fee-based training that meets the requirements of Title V for credit instruction, which is already an option for CSUs and UCs. She plans to meet with Dr. Tsang from SMCCD at the CCLC conference to strategize how to move this bill forward.
✓ Distributed a new "What They're Saying...," written by Mr. Eric Harnish.
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Ms. MacGregor noted all Board members have registered for the KHTS bus trip to Sacramento. She noted it would be great to have documents similar to what was in the Webinar handout, as well as some packets from the Outreach center to hand out to people on the bus and the legislators in Sacramento.

Dr. Van Hook noted she was asked to provide leadership to the EDPAC Legislative Advocacy Committee and will be working with Ray York on talking points about the impact of the downsizing of curriculum on businesses access to training that is needed. We hope to have this information completed for both the CCLC conference and the KHTS trip to Sacramento.

Dr. Alonso was not present at the meeting.

There was no report made.

There was no report made.

Mr. Wilk (Board Liaison member for the COC Foundation) noted that the full Foundation board will meet next week, and the executive committee met to review the audits. He noted the COC Foundation Board is a great group of dedicated people.

Administrators were invited to provide reports:

Dr. Gribbons reported that:
✓ This Friday, the Bratmayer Foundation will be doing a site visit, which is a good sign they are supportive of our $35,000 request for the K-12 arts initiative.

Dr. Capet noted that:
✓ The Southern California Chief Instructional Officers will be meeting this Friday in the UCEN.
✓ The Accrediting Commission has requested some dates in September or October to meet in UCEN. He felt this was a compliment to the College.

Ms. Coleal noted:
✓ Her appreciation to Ms. Soffa, Ms. Grandgeorge, her staff, fellow administrators and Dr. Van Hook for their hard work in putting the audits together.
✓ She attended the ACCCA/ACBO Budget workshop along with her mentee, Mr. Glapa-Grossklang, and she appreciates the opportunity to work with him.

Dr. Wilding, Dr. Maloney, and Mr. McElwain had no additional reports.

Dr. Van Hook asked Mr. Schrage to provide a brief update on the recent hockey wins, which he did.

Dr. Van Hook noted that:
✓ We have been awarded a 3-year FIPSE grant (headed by Patty Robinson with assistance from Diana Stanich and Rhonda Hyatt) to test a one semester, evidenced-based certificate program for community colleges. The article outlining the details about this program was distributed.
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✓ Showed photos of events on campus and highlighted:
  • Santa Adoption in December,
  • Snowfall in January 2011,
  • Dr. Capel’s birthday lunch (January 5), and
  • The Chancellor’s Business Council lunch (January 13).
✓ CSUN has paid for and sent out their own brochure highlighting their Master of Social Work degree offered in the UCEN. The brochure has been sent to 10,000 homes in the SCV.
✓ She recently found an article she wrote in 1995 in the Community College Week entitled, “California Community College Funding – A Case for Redesign”. She noted 90% of it still applies today, showing that not much has changed in the state.

Mr. Onyshko was not present.

Ms. MacGregor added that:
✓ In December, she participated in the appetizer and wine pairing educational evening (fee-based class) and had a great time.
✓ She attended the Musical Mosaic choir performance in the PAC over the holidays.
✓ She traveled to Tahoe over Christmas, and wished everyone a good new year.

Mr. Berger noted he was
✓ Looking forward to CCLC conference in Sacramento over the next weekend.

Ms. Jenkins:
✓ Noted she also participated in the educational food and wine pairing class, and also enjoyed it.
✓ Announced she attended the WAR concert in the PAC last Saturday evening.

Mr. Wilk noted:
✓ The WAR group sounded great.
✓ He visited the Sculpture exhibit in our Art Gallery, noting it was filled with great talent.

Mr. Fortune:
✓ Thanked everyone for their kind thoughts during the loss of his business partner in early December.

There were none made.

Ms Jenkins recapped the request for the additional information on Item 4.2, which was removed from tonight’s agenda.

Mr. Wilk requested that the JPA on Channel 20 be returned to the Board during the 2nd meeting in February. The majority of the Board agreed with this request. Dr. Van Hook recapped that we had objectives built into the grant that never came to fruition, and clarified that we now have our own studio on campus and do not have the need to rent the Channel 20 facilities that we did when it came before the Board one and one half years ago.
President Jenkins announced the next regular scheduled meeting will be a Business meeting on Wednesday, February 9, 2011. The meeting will begin at 4:30 pm in HSLH 137 with Closed Session, followed by Open Session at 6:00 pm.

It was announced that we plan to hold an educational/training workshop on Form 700 and meet prior to the business meeting, possibly around 3:00 pm. All individuals who will be affected (i.e. need to fill out the Form 700) will be invited to participate. Details will be announced as they are finalized.

There being no further business, the meeting was adjourned at 9:02 p.m.

(Mrs. Joan W. MacGregor, Clerk)                                      (Dr. Dianne G. Van Hook, Chancellor)
Board of Trustees                                                     College of the Canyons
Santa Clarita Community College District

Entered in the proceedings of the District. February 9, 2011