SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BOARD WORKSHOP and BUSINESS MEETING
WEDNESDAY, JULY 14, 2010
MINUTES

The Board Workshop and Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, July 14, 2010, by President Scott Wilk in the Board Meeting Room (HSLH-137), College of the Canyons, 26455 Rockwell Canyon Road, Valencia, California.

Members Present:  Mr. Michael D. Berger  
Mr. Bruce D. Fortline  
Mrs. Michele R. Jenkins  
Mrs. Joan W. MacGregor  
Mr. Scott Thomas Wilk  
Mr. Nick Onyshko, Student Trustee

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

Others Present and Special Presenters:  Ms. Tammy Castor, Director of Campus Safety  
Mr. Jim Schrage, VP, Facilities Planning, Operations and Construction  
Dr. Dena Maloney, VP, Canyon Country Campus and Economic Development  
Ms. Sue Bozman, VP, District Communications, Marketing & External Relations  
Mr. John McElwain, Managing Director, Public Relations and Marketing  
Ms. Cherie Choate, COCFA representative  
Ms. Marlene Demerjian, COCFA representative

President Wilk declared a quorum and called the meeting to order at 3:40 p.m.

At the Special Board Workshop, the Board of Trustees conducted their Self-Evaluation. There was no action taken.

The Board moved to Closed Session at 5:05 pm, where they discussed the following:

1.3a Conference with Labor Negotiator  
Santa Clarita Community College District Representative: Mr. Jim Schrage  
California Schools Employee Association (CSEA)  
(pursuant to Government Code §54957.6)

1.3b Conference with Labor Negotiator  
Santa Clarita Community College District Representative: Dr. Michael Wilding  
College of the Canyons Faculty Association (COCFA)  
(pursuant to Government Code §54957.6)
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Those present in Closed Session were Berger, Capet, Coleal, Fiero, Fortine, Gribbons, Jenkins, MacGregor, Schrage, Van Hook, Wilding, and Wilk.

The Board returned to Open Session at 6:05 p.m., and Mr. Wilk announced no action had been taken in Closed Session.

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

The Board moved approval of the agenda with the additional information presented for Item 7.1, and the updated bid results for Item 6.13.

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

Mr. Wilk welcomed all present to the meeting and invited anyone wishing to address the Board to do so and they would be recognized.

The Board moved approval of the minutes of June 23, 2010 and July 7, 2010.

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

Dr. Van noted Ms. Sue Bozman has been with the district for 21+ years, and the growth and development she has been responsible for has been nothing less than amazing to watch. She noted when she hired Ms. Bozman, we did not have a public information office or officer, no marketing plan, no external efforts with regards to advocacy, and no reprographics department. The leadership Ms. Bozman provided and her ability to attract the talent she did in her department has allowed the district to shape the image of the college in the community, as well as help the community understand the potential COC had to be the community’s college. She also played a key role in enabling COC to influence the development of the SCV.

Ms. Bozman provided a historical perspective on the Public Information Office via a PowerPoint presentation. Ms. Bozman thanked Dr. Van Hook, the Board and her colleagues for their support over the years. The Board and administration wished Ms. Bozman the best in her future, and thanked her for years of dedicated service.

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

3.1 Approval of Agreement Between Santa Clarita Community College District and El Proyecto del Barrio, City of Los Angeles OneSource
4.1 Approval of Agreement Between Santa Clarita Community College District and Frances Willson, Ph.D. (Student Health and Wellness Center)
4.2 Approval of Agreement Between Santa Clarita Community College District and Brian Downs, D.O. (Student Health and Wellness Center)
4.3 Approval of Agreement Between Santa Clarita Community College District and Larry Resendez, Psy.D. (Student Health and Wellness Center)
5.1 Approval of Purchase Order Schedule PO 09/10-12
5.2 Approval of Travel Authorizations Schedule T 10/11-2
5.3 Approval of Authorized District American Express Corporate Charge Card Holders – Annual Re-Approval for Fiscal Year 2010-2011
5.4 Approval of Issuance of Additional District American Express Corporate Cards
5.5 Approval of Authorized District Calling Cards – Annual Re-Approval for Fiscal Year 2010-2011
5.6 Approval of Authorized District Wireless or Cellular Telephones/Pagers and Wireless Internet Devices – Annual Re-Approval for Fiscal Year 2010-2011

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Closed Session (1.3) cont'

Flag Salute (1.4)

Approval of Agenda (1.5)

Welcome Guests (1.6)

Approval of Minutes (06/23/10 and 07/07/10) (1.7)

Recognition (1.8)

Consent Calendar (2)
5.7 Approval of Authorization for Cash Loan – Annual Renewal of Existing Loan for Fiscal Year 2010-2011 - College of the Canyons Foundation Program Fund (Fund 82) to the College of the Canyons Operating Fund (Fund 81)

6.1 Approval of Notices of Completion
6.2 Approval of Memorandum of Understanding with the Santa Clarita Auto Fair
6.3 Approval of Contract for Facilities Planning (Merle E. Cannon)
6.4 Approval for Contract for Labor Compliance Services for the Applied Technology Education Center at the Canyon Country Campus (The Solis Group)
6.5 Approval for Contract for Geotechnical Services for the Applied Technology Education Center at the Canyon Country Campus (SubSurface Designs)
6.6 Approval of Contract for Modernization Project at the Canyon Country Campus, Food Services (H&S Electric)
7.1 Approval of Personnel Schedule PERS 2010/2011-1
7.2 Approval of Classified Administrator Employment Contract for Assistant Director, Campus Safety
7.3 Approval of Classified Administrator Employment Contract for Director, Center for Applied Competitive Technologies (CACT)
7.4 Approval of Educational Administrator Employment Contract for Assistant Dean, Student Services (Canyon Country Campus)
7.5 Approval of Classified Administrator Employment Contract for Director, Contracts, Procurement and Risk Management Services
7.6 Approval of Classified Administrator Employment Contract for Interim Director, Employee Training Institute (ETI)
7.7 Approval of Amendment to the Classified Administrator Employment Contract for Director, Public Relations and Marketing
7.8 Approval of Educational Administrator Employment Contract for Part-Time Educational Administrator - International Students Program (Temporary) (25%)

8.1 Approval of Renewal of License Agreement Between Santa Clarita Community College District and iParadigms LLC for Tumlin.com

Motion: MacGregor  Second: Fortine  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.

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

The Board moved Approval of Contract Between Santa Clarita Community College District and On Course Workshops (Professional Development Workshops for Basic Skills Initiative).

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

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 (3.2)

Approval of Contract Between SCCCD and On Course Workshops (Professional Development Workshops for Basic Skills Initiative) (3.3)
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Dr. Wilding and Ms. Castor provided the Board with an Update on Campus Safety via a PowerPoint presentation, which is hereby made a part of these minutes. He highlighted the department organizational chart, the use of technology for surveillance on campus, emergency preparedness, and discussed the equipment issued to campus safety personnel.

The Board moved Approval/Ratification of Budget Transfers.

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


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

Ms. Coleal noted the amendment should be revised to reflect an effective date of May 1, 2010. The Board moved Ratification of Memorandum of Understanding Between Santa Clarita Community College District and College of the Canyons Foundation (Newhall Coffee).

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

The Board received the Financial Report – Month Ending May 31, 2010 as information.

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

Motion: MacGregor  Second: Fortune  Record of Board Vote:  4-1
  (Nay: Wilk)
Student Trustee:  Aye

The Board moved Approval of Contract for Architectural Services for the Final Project Proposal for Culinary Arts Building, Valencia Campus.

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

Ms. MacGregor noted she would like additional information about this building, where it will be located on campus, general information for the plans, and the approximate time frame for the project.
The Board moved Approval of Purchase Order for HVAC Equipment for Seco Hall (American Building Automation, Inc.).

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

The Board moved Approval of Contract for Installation of HVAC Equipment for Seco Hall (Air-Ex Air Conditioning, Inc.).

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

The Board moved Approval of Purchase Order for Roofing Materials for Seco Hall (Garland Company).

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

The Board moved Approval of Contract for Roofing Repairs for Seco Hall (Tecta America Southern California, Inc.).

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

The updated results of the bid packages were distributed at the Board meeting. The Board moved Approval to Award Bids for the Applied Technology Education Center at the Canyon Country Campus.

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

The Board moved Approval of Addendum #01 to Construction Management Contract for the Applied Technology Center Construction Project at the Canyon Country Campus.

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

The Board received the Presentation of the Santa Clarita Community College District Contract Re-Opener Proposal with Chapter 725, California School Employees Association (CSEA) for FY 2010/11. It was noted a Public Hearing will be held at the August 11th Board meeting.

The Board moved Ratification of Agreement Between Santa Clarita Community College District and the U.S. Department of Health and Human Services for New Negotiated Indirect Cost Rate Renewal.

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

Approval of Purchase Order for HVAC Equipment for Seco Hall (American Building Automation, Inc.) (6.9)

Approval of Contract for Installation of HVAC Equipment for Seco Hall (Air-Ex Air Conditioning, Inc.) (6.10)

Approval of Purchase Order for Roofing Materials for Seco Hall (Garland Company) (6.11)

Approval of Contract for Roofing Repairs for Seco Hall (Tecta America Southern California, Inc.) (6.12)

Approval to Award Bids for the Applied Technology Education Center at the CCC (6.13)

Approval of Addendum #01 to Construction Management Contract for the Applied Technology Center Construction Project at the CCC (6.14)

Presentation of the SCCCD Contract Re-Opener Proposal with Chapter 725, CSEA for FY 2010/11 (7.9)

Ratification of Agreement Between SCCCD and U.S. Dept. of Health and Human Services for New Negotiated Indirect Cost Rate Renewal (8.2)
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Dr. Van Hook:
- Distributed the League's Legislative update that was emailed out this afternoon.
- Noted the K-University Higher Education bond is moving forward through the subcommittee process tomorrow.
- Added that Mr. McElwain sent out letters of support which were requested from the CCLC for support towards bills, SB 1440, AB 220, AB 1702, and AB 2682.
- Announced the July 22-23 Capitol Days event was cancelled due to the fact that representatives won't be in Sacramento at that time.

Dr. Alonso noted that:
- The Academic Senate does not meet over the summer. They resume in September.
- She recently attended the California Academic Senate Leadership Institute.
- They have been meeting with committee chairs and discussing their plan and goals for this coming year.
- She would like to make two presentations in the next year to talk about the Senate and how they are organized, as well as provide information on the Curriculum Committee and how they develop their plans and are organized.

On behalf of the Classified Senate, Ms. Mayer noted that:
- The group trip to a Dodger game will be on July 24th. If anyone is interested, contact John Makevich, as tickets are going fast.
- They have planned a get-together for July 22nd at Kabuki Restaurant from 5-8pm.

Ms. Choate announced that:
- She and Ms. Demerjian were present tonight, representing Mr. Blakey, whom they are pleased to have representing COCFA as President.

As the liaison representative to the COC Foundation, Mr. Wilk noted that:
- The Foundation Installation dinner at TPC was very nice. It was a great loss for the Foundation to lose Mr. Berger as a member, but it was a gain to our Board.
- The "Marketing on a Dime" event for the Chancellor's Business Council was well attended.
- The Foundation Scholarship Committee is gearing up to make a big push for our endowment initiative to take advantage of the OSHER 2-to-1 match.
- On August 25th, we will have the official launch of non-profit leadership network.
- Monday, September 13 will be the Foundation's annual golf tournament.
- This year's Chancellor's Circle dinner will be held on October 23rd.

Ms. Bozman had nothing further to report.

Ms. McElwain noted:
- He has appreciated the last 14 years working with Ms. Bozman, and for her being his mentor and friend over the years.

Mr. Schragge added that:
- The Del Valle Truck Training prop was completed yesterday. They are planning a dedication/ribbon cutting, and they will let us know the date it will be held.
- We received 2 health department approvals; one for the kiosk at CCC and the other for the University Center (first floor) Café.

Dr. Maloney noted that:
- The Aerospace and Defense Coalition held a meeting last week. We provided a presentation about our CACT and our ability to respond to their needs. They are a great group of people.

Ms. Fiero announced that:
- She will begin her doctorate program (University of LaVerne) next month and will therefore be removing herself from some of her other roles in the community. Ms.
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Deb Rio will be working with the Single Mother’s Outreach. Ms. Fiero noted she will retain her position with the Boys and Girls Club, but will not be an officer. She will also remain as President for the Castaic Education Foundation.

Dr. Wilding, Dr. Gribbons, and Dr. Capet had nothing additional to report.

Ms. Coleal added that:
- She appreciated the Board approving the new Director of Purchasing, Mr. Jon Aasted.

Dr. Van Hook added that:
- She and her husband, Roger, were able to observe and visit Mr. Pierre Etienne during his study abroad trip in France with COC students, including a 3-day excursion to Normandy. It was very enjoyable.
- There are numerous partnerships underway. It is great to connect with the local entities, groups and organizations so we can work together to get things done.
- The University Center is being used more and more every day by local businesses and non-profits.
- The Aerospace and Defense Coalition is a powerful group and has expressed an interest in working with the Hart District to give hands on experience to junior high and high school students.
- We have received a grant to fund science kits for elementary school kids ($67,000).
- She is in the process of conducting interviews for two dean positions, Dean, Allied Health and Dean, Math & Science.
- Four more CEOs in California community colleges have announced their retirements since last week.
- Ms. Debbie Hartsog (who used to work in Dr. Van Hook’s office), stopped by today and gave her a copy of the book she recently had published, “Creative Careers in Fashion.” She noted she was honored to be recognized in the “forward” of the book.
- She was saddened today to learn that Mr. Ken Stevens, who worked as a faculty member and Manager of the Computer Center at COC (until 1999), passed away last weekend. During the 1994 earthquake, he was instrumental in helping to get our students registered, as he took our data tapes from a condemned building to Taft College and figured out how to work with the system to help our students get registered. She asked the meeting tonight be adjourned in his memory.

Mr. Onyshko announced that:
- ASG is having their first training day July 16th from 9-2:00pm. He provided a brief overview of his academic career, his goals and told everyone a little about himself.

Ms. MacGregor added that:
- She attended the Foundation Installation dinner, which was great.

Ms. Jenkins noted that:
- The Chancellor’s Business Council event was great. She expressed her appreciation to Mr. Bruce Battle and Ms. Wendy Trujillo for their hard work, organizational abilities and professionalism discussing the “40 Ways” campaign.

Mr. Berger noted that:
- The SCV Rotary Club is proud to have a new president, Dr. Barry Gribbons. They have great committees, and are excited to have Dr. Gribbons serving in this role.

Mr. Fortine added that:
- His hip is doing much better, and he thanked the entire COC family and community for the cards, letters, flowers, thoughts, and phone calls during his recovery. He appreciated it deeply and it helped in his recovery.

Mr. Wilk had nothing additional to report.
There were none.

Mr. Wilk recapped the request for an update on the Culinary Arts project plans, made by Ms. MacGregor during the meeting.

Mr. Wilk announced the next meeting will be held on Wednesday, August 11, 2010 in the Board Meeting Room, HSLH 137. Closed Session will begin at 4:30pm, Open Session at 6:00 pm.

There being no further business, the meeting was adjourned at 8:06 pm, and was done so in memory of Mr. Ken Stevens.

Michele R. Jenkins
Mrs. Michele R. Jenkins, Vice-President
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 August 11, 2010