

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**

**BUSINESS MEETING**  
**WEDNESDAY, JANUARY 18, 2006**  
**MINUTES**

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, January 18, 2006, by President Bruce Fortine, in the Staff Dining Room of the Student Center, College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California.

Members Present: Mr. Bruce D. Fortine  
Mr. Ronald E. Gillis  
Mrs. Michele R. Jenkins  
Mrs. Joan W. MacGregor  
Mr. Ernest L. Tichenor

Members Absent: Mr. Marvin Ferraz, Student Trustee (resigned)

Others Present: Dr. Dianne Van Hook, Superintendent-President  
Ms. Sharlene Coleal, Vice President, Business Services  
Dr. Michael Wilding, Interim Asst. Superintendent/VP, Student Services  
Dr. Barry Gribbons, VP, Institutional Development, Technology & Online Services/  
Interim Asst Superintendent (arrived 7:30 pm, departed 7:55 pm)  
Dr. Carole Long, Interim VP, Instruction and Community Extension  
Ms. Diane Fiero, Vice President, Human Resources  
Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Other COC Staff Mr. Jim Schrage, Dean, Physical Plant and Facilities Planning  
Members Present: Mr. John McElwain, Director, Public Relations and Marketing  
Ms. Cindy Grandgeorge, Director, Fiscal Services

Special Presenters/ Ms. Jamie Santellano-Shirey, COC Welding Student  
Guests: Ms. Heidi White, Auditor, Vavrinek, Trine, Day and Co., LLC  
Mr. Jack Biesek, President, Biesek Design

President Fortine declared a quorum and called the meeting to order at 4:03 p.m.

**QUORUM ESTABLISHED  
(1.1)**

The Board moved to Closed Session to discuss the following:

- 1.2a Public Employee Discipline/Dismissal/Release  
Three Positions  
*(pursuant to Government Code §54957)*
- 1.2b Conference with Labor Negotiator  
Santa Clarita Community College District Representative: Mr. Jim Schrage  
California Schools Employee Association (CSEA)  
*(pursuant to Government Code §54957.6)*

**CLOSED SESSION  
(1.2)**

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

The Board adjourned from Closed Session at 5:35 pm and reconvened in Open Session at 6:40pm. President Fortine announced the Board took no action in Closed Session.

President Fortine asked Ms. Mayer to lead the flag salute.

**FLAG SALUTE  
(1.3)**

President Fortine welcomed all present and invited members of the audience desiring to address the Board to so indicate and they would be recognized. He also noted that Mr. Marvin Ferraz, the Student Trustee has announced his resignation from this position.

**WELCOME GUESTS  
(1.4)**

The Board moved approval of the Agenda for the meeting.

**APPROVAL OF AGENDA  
(1.5)**

Motion: MacGregor                      Second: Gillis                      Record of Board Vote: 5-0  
The Board moved approval for the minutes of 12/07/05 as follows:

**APPROVAL OF MINUTES  
(12/07/05)**

Motion: Jenkins                      Second: Gillis                      Record of Board Vote: 5-0  
Dr. Van Hook:

**(1.6)  
RECOGNITION/  
INFORMATION  
(1.7)**

- ✓ Recognized the celebration of three birthdays: Mr. Gillis, Ms. Jenkins, and Ms. Mayer.
- ✓ Introduced Ms. Jamie Santellano, a COC Welding Student as our “Up Close and Personal” focus for the meeting. Ms. Santellano provided the Board with an informational handout, discussed how she became involved as a student in the welding program at COC, and showed some of her awarding winning sculptures and projects. In particular, she noted her thanks to Mr. Jack Compton, Mr. Tim Baber, Ms. Marty Coronel, Mr. Bruce Fortine and the College for the support and opportunities they have helped to provide her.

Ms. Jenkins and Ms. MacGregor removed several items for separate approval, including Items 3.2, 5.4, 6.1, 6.2, 7.1, 7.3, and 7.8. The Board moved approval of the remainder of the Consent Calendar as noted below:

**CONSENT CALENDAR  
(2)**

- 3.1 Approval of New and Modified Courses and Programs
- 5.1 Approval of Purchase Order Schedule PO 05/06-06
- 5.2 Approval of Travel Authorizations Schedule T 05/06-07
- 5.3 Approval of Mileage Rate: Decrease to 44.5¢ Per Mile for Business Miles Driven Effective January 1, 2006
- 6.3 Approval of Addendum #01 to Professional Services Agreement with Fredrick E. Little for Inspection Services for GO Bond Projects
- 6.4 Approval of Professional Services Agreement with Fredrick E. Little for Inspection Services (Steel Fabrication and Erection) for Laboratory Expansion Construction Project
- 6.5 Approval of Professional Services Agreement with Fredrick E. Little for Inspection Services (Steel Fabrication and Erection) for Classroom/High Tech Construction Project
- 6.6 Approval of Change Orders for Music/Dance Lab Construction Project
- 6.7 Approval of Change Orders for Laboratory Expansion Construction Project
- 6.8 Approval of Change Orders for the Classroom/High Tech Center Construction Project
- 7.2 Approval of Administrator Employment Contract for Site Supervisor (Canyon Country Educational Center Development Project)
- 7.4 Approval of Administrator Employment Contract for Interim Technical Director for Performing Arts Programs
- 7.5 Approval of Administrator Employment Contract for Interim Reprographics Supervisor
- 7.6 Approval of Temporary, Interim Administrator Employment Contract for Interim Small Business Development Center (SBDC) Director
- 7.7 Approval of Agreement Between Santa Clarita Community College District and Professional Personnel Leasing, Inc.
- 7.9 Approval of DSP&S Adult Hourly Interpreter Salary Schedule (P) Effective 2/06/06
- 8.1 Approval of Renewal of Contract with 1099 Pro, Inc.

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

[Note: For Item 7.6 (Temporary, Interim Administrator Employment Contract for Interim Small Business Development Center (SBDC) Director) – Ms. Karen Meyers is a retired STRS member and is exempt from paying into STRS while employed with the District.]

Ms. Jenkins noted that Items 3.2 and 7.8 provide faculty members additional opportunities to earn extra income and it is not a part of their base salary. On item 7.3, it was noted that no new administrators hiring in will be offered the cash-in-lieu of medical benefits option. Clarifying questions were addressed for Items 5.4, 6.1, 6.2, and 7.1. Following discussion, the Board moved approval of these items, which were removed from the Consent Calendar for separate approval.

**ITEMS REMOVED FROM  
THE CONSENT  
CALENDAR FOR  
SEPARATE APPROVAL**

- 3.2 Approval of Payments for Supplemental Services
- 5.4 Approval of Agreement Between Santa Clarita Community College District and Atkinson, Andelson, Loya, Ruud & Romo
- 6.1 Approval of Telecommunications Service Contract with Digital Telecommunications, Inc.
- 6.2 Approval of Contract for Elevator Maintenance for the Performing Arts Center
- 7.1 Approval of Personnel Schedule PERS 2005/2006-10
  - B. CLASSIFIED PERSONNEL
    - 3. Employment – Adult Hourly – various levels  
**(additional name(s) presented)**
- 7.3 Approval of Administrator Employment Contract for Associate Dean Community Extension and Noncredit Program
- 7.8 Approval of 2005/2006 Full-Time Academic Overload and Intersession Salary Schedule (O) and 2005 Full-Time Academic Summer Salary Schedule (V) Effective 07/01/05

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

The Board moved Approval /Ratification of Budget Transfers.

**APPROVAL/  
RATIFICATION OF  
BUDGET TRANSFERS  
(5.5)**

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

Ms. Jenkins requested that the Board's motion to this item be modified. With no opposition, the Board moved Approval of the agreement between the Santa Clarita Community College District and Liebert Cassidy Whitmore to allow the firm to complete the current legal work in progress.

**APPROVAL OF  
AGREEMENT BETWEEN  
SCCCD AND LIEBERT  
CASSIDY WHITMORE  
FOR LEGAL SERVICES  
(5.6)**

Motion: Jenkins                      Second: Tichenor                      Record of Board Vote: 3-2  
(Nay: MacGregor, Gillis)

This item was moved forward on the agenda. Mr. Jack Biesek, President of Biesek Designs, provided a presentation (as information) to the Board. He noted his company has studied our campus and reviewed the plan to implement their ideas, conducted a comprehensive review of COC, and our signage needs around the campus. He showed several artists' renderings of the signage plans. A brief question and answer period followed.

**PRESENTATION OF  
CAMPUS MASTER  
SIGNAGE PROJECT  
(6.11)**

**Board of Trustees Minutes – Business Meeting  
January 18, 2006**

2005/06-63

This item was moved forward on the agenda. Ms. MacGregor requested that the Board have the opportunity to see the signage ideas around campus regarding direction to the new Board room, located in the High Tech Building. The Board moved Approval of Contract for Classroom/High Tech Signage Design Project.

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

**APPROVAL OF  
CONTRACT FOR  
CLASSROOM/HIGH  
TECH SIGNAGE DESIGN  
PROJECT  
(6.12)**

This item was moved forward on the agenda. The Board moved Approval of Contract for Campus Roadway and Parking Signage Design Project.

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

**APPROVAL OF  
CONTRACT FOR  
CAMPUS ROADWAY  
AND PARKING SIGNAGE  
DESIGN PROJECT  
(6.13)**

Ms. Heidi White (Auditor, Vavrinek, Trine, Day & Co., LLC) was present to highlight the District's audit and answer questions. She noted there were no audit findings or questioned costs. Ms. Coleal, Ms. Grandgeorge and the staff were commended for their hard work. The Board moved Acceptance of Santa Clarita Community College District Annual Financial Report (Audit) for Fiscal Year Ending June 30, 2005.

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

**ACCEPTANCE OF  
SCCCD ANNUAL  
FINANCIAL REPORT  
(AUDIT) FOR FISCAL  
YEAR ENDING JUNE 30,  
2005  
(5.7)**

The Financial Report for Month Ending November 30, 2005 was presented as information to the Board.

**FINANCIAL REPORT –  
MONTH ENDING  
NOVEMBER 30, 2005  
(5.8)**

The Board moved Approval of Notices of Completion for Music/Dance Construction Project.

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

**APPROVAL OF NOTICES  
OF COMPLETION FOR  
MUSIC/DANCE  
CONSTRUCTION  
PROJECT  
(6.9)**

The Board moved Approval of Notice of Completion for Full Color Marquee Project

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

**APPROVAL OF NOTICE  
OF COMPLETION FOR  
FULL COLOR MARQUEE  
PROJECT  
(6.10)**

At the meeting, Mr. Schrage provided an updated version of this item, showing the results of the bid packages and recommendations to the Board. Ms. MacGregor requested to have the anticipated costs listed on the item in the future. The Board moved Approval of award and rejection of contracts for Laboratory Expansion Construction Project as presented by Mr. Schrage at the meeting.

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

**APPROVAL TO AWARD  
CONTRACTS FOR  
LABORATORY  
EXPANSION  
CONSTRUCTION  
PROJECT  
(6.14)**

The Board moved Approval of Agreement between Santa Clarita Community College District and California Institute of Technology Industrial Relations Center

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

**APPROVAL OF  
AGREEMENT BETWEEN  
SCCCD (CACT) AND  
CALIFORNIA INSTITUTE  
OF TECHNOLOGY  
INDUSTRIAL RELATIONS  
CENTER  
(8.2)**

**Board of Trustees Minutes – Business Meeting  
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2005/06-64

The Board moved Approval of New Board Policy 534: Field Trips and Excursions, Second Reading.

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

**APPROVAL OF NEW  
BOARD POLICY 534:  
FIELD TRIPS AND  
EXCURSIONS, SECOND  
READING  
(9.1)**

The Board moved Approval of Revisions to Board Policy 537: Credit By Examination, Second Reading.

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

**APPROVAL OF  
REVISIONS TO BOARD  
POLICY 537: CREDIT BY  
EXAMINATION, SECOND  
READING  
(9.2)**

The Board moved Approval of New Board Policy 542: Late Adds, Second Reading.

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

**APPROVAL OF NEW  
BOARD POLICY 542:  
LATE ADDS, SECOND  
READING  
(9.3)**

The Board moved Approval of New Board Policy 543: Late Refunds, Second Reading.

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

**APPROVAL OF NEW  
BOARD POLICY 543:  
LATE REFUNDS,  
SECOND READING  
(9.4)**

The Board moved Approval of Revisions to Board Policy 529: Student Conduct, First Reading.

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

**APPROVAL OF  
REVISIONS TO BOARD  
POLICY 529: STUDENT  
CONDUCT, FIRST  
READING  
(9.5)**

Dr. Van Hook:

- ✓ Highlighted the key points of the Governor's budget (which included 5.17% COLA, \$130 million for equalization funding, an ongoing budgeted item for coordination of vocational prep between high schools and community colleges). She noted we don't yet have any RFPs from the Chancellor's Office on how to spend the VocEd money for the current year.
- ✓ Noted that the Board of Governors approved the projects to be funded out of a new bond measure. The University Center is listed for funding in 2006/07 in the amount of \$20,972,000. We anticipate getting another project on the agenda for 2007/08 funding. She'll be meeting with Vice Chancellor Fred Harris at the end of the month.
- ✓ Announced we setting up meetings with Legislators for participants following the CCLC conference at the end of this month.

**UPDATE ON  
LEGISLATION  
(10.1)**

The Board moved Approval of Appointment of Members to the Measure "C" Citizens' Oversight Committee, Effective January 18, 2006. New members to the committee are Mr. Michael DiFatta, Mr. Michael Hogan, Mr. John Hoskinson, and Mr. Joe Klocko.

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

**APPROVAL OF  
APPOINTMENT OF  
MEMBERS TO THE  
MEASURE "C" CITIZENS'  
OVERSIGHT  
COMMITTEE, EFFECTIVE  
JANUARY 18, 2006  
(10.2)**

Mr. Dermody was not present at the meeting.

**ACADEMIC SENATE  
REPORT  
(11.1)**

Ms. Mayer had nothing to report.

**CLASSIFIED  
COORDINATING  
COUNCIL REPORT  
(11.2)**

Dr. Van Hook announced that:

- ✓ On January 24<sup>th</sup> the College will be Hosting the LA Technology Week. Mr. Alan Buckelew, CEO, Princess Cruises, will be the keynote speaker. The event will be held in the PAC.
- ✓ She and Dr. Gribbons will be traveling to Seattle tomorrow to present our proposal for the Business Incubator project in the University Center to the Department of Commerce.
- ✓ Next Monday, she will serve on Ms. Maloney's dissertation committee as the outside reader at the University of LaVerne.
- ✓ She had a meeting with the new chapter of the biomedical engineers association and attended a dinner last week.

**SUPT-PRESIDENT'S  
REPORT  
(11.3)**

Dr. Long announced she returned from the Educational Travel trip to Ecuador. She noted we had 100 items going to curriculum and have far exceeded what we expected from winter intersession. We have also had a good response to our orientation for non-credit ESL.

Ms. Coleal announced that she attended the Governor's Budget workshop in Sacramento and enjoyed it. She reviewed several key issues and ideas on the table for this year and the future. She announced the Foundation's Golf Tournament will be held on September 11<sup>th</sup>.

Dr. Wilding had nothing to report.

Ms. Fiero had nothing to report.

Ms. MacGregor attended the University Center donor lunch in December, a scholarship committee meeting in December and will attend another one tomorrow, the tribute to the Trustees at City Council chambers, and will attend the Foundation Board meeting next week.

**REPORTS BY STUDENT  
TRUSTEE, STAFF  
MEMBERS, AND BOARD  
MEMBERS  
(11.4)**

In addition, she noted the following:

- ✓ She was impressed with the brochure for the COC Professional Leadership Development Program for Administrators.
- ✓ She provided a Resource Guide from the California Community Colleges to give information about the idea of having a classified senate at the College.
- ✓ She requested that in the future, she would like to have the Board receive a list of Civic Center usages and approved users/new users as they come on board.
- ✓ She expressed concern that there is some confusion in the community about the date for Silver Spur. It is April 22<sup>nd</sup>, not April 29<sup>th</sup>.
- ✓ At some point in time, she would like an explanation about why the Hart District removed their MOU item from their and our agendas. Dr. Van Hook noted she will be meeting with Mr. Castellanos later this week to discuss this subject.

Mr. Tichenor attended the University Center donor's luncheon in December, the Nursing Pinning ceremony, and the New Year's Eve performance with Sha Na Na. He added he will be attending the CCLC conference in Sacramento and the ACCT conference in Washington DC at the beginning of February.

Mr. Gillis had nothing to report.

Ms. Jenkins noted she spoke with Ms. Sharon Collins (volunteer coordinator in PAC) and Ms. Jenkins offered to have one of the Board members attend their appreciation luncheon in May. She thanked everyone for their support during her father's passing, in particular the security department for the beautiful flowers they provided in his honor. She also thanked Mr. Joe Lanthier for providing her with a DVD from her parent's 50<sup>th</sup> wedding anniversary nine years ago.

Mr. Fortine attended the Mayor's installation, the Nursing Pinning ceremony, Mr. Patrick Betz's memorial service, and the school board members' recognition at the City Council.

He also noted that he and Dr. Van Hook have been trying to put together a date for a Board workshop. He distributed a list of dates to the Board members for their input. He also spoke with Ms. Leslie Carr and confirmed the Board will be on the agenda (as a workshop option) on Classified Staff Development Day (April 13<sup>th</sup>).

Dr. Van Hook announced there will be another edition of "Breaking News" sent to homes beginning this Friday covering a variety of topics including what's new in instruction, added classes, highlights of new majors, new courses, late start information, Sunday classes, etc.

**COMMENTS BY THE  
AUDIENCE FOR ITEMS  
NOT ON THE AGENDA.  
(11.5)**

Requests included:

- ✓ A presentation from the Public Information Office on their marketing to the community. (Dr. Van Hook noted we would likely put this presentation on the first meeting in March agenda.)
- ✓ An update and information about winter intersession, enrollment numbers, and retention.
- ✓ Placing a waiver of confidentiality on the agenda. Ms. Jenkins noted she, as a member of the Board, wants to have the opportunity to correct any incorrect information that is being circulated in the community, and passing such an item is the only way to provide this chance, should they decide to do so.
- ✓ A comprehensive list of legal costs relative to the AFT/PERB ruling, including the costs of administrator's time (or at least an estimate) to work on that issue.

**REQUESTS/RECAP OF  
REQUESTS MADE  
DURING THE MEETING  
BY BOARD MEMBERS  
TO HAVE AN ITEM ON A  
FUTURE AGENDA  
(11.6)**

Mr. Fortine noted that on February 8<sup>th</sup>, he and Mr. Tichenor will be out of town. In order to have a full Board present at a regular meeting, the Board voted to reschedule the February 8<sup>th</sup> meeting to February 15<sup>th</sup>.

President Fortine announced the next meeting will be on Wednesday, February 15, 2006, in S-132, Staff Dining Room, College of the Canyons Student Center. Closed Session will be held at 5:00 pm, Open Session at 6:30 pm.

**ANNOUNCEMENT OF  
NEXT MEETING  
(02/15/06) AND  
ADJOURNMENT  
(12)**

There being no further business, the meeting was adjourned at 9:05 p.m.

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Mr. Ernie L. Tichenor, Clerk  
Board of Trustees  
Santa Clarita Community College District

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Dr. Dianne Van Hook  
Superintendent-President  
College of the Canyons

Entered in the proceedings of the District \_\_\_\_\_