

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, JANUARY 21, 2004
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, January 21, 2004, by Board President Ernie Tichenor, 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
 Mr. Earl Foust III, Student Trustee

Others Present: Dr. Dianne Van Hook, Superintendent-President
 Dr. Philip L. Hartley, Executive Vice President/Assistant Superintendent
 Ms. Sharlene Coleal, Dean, Business Services
 Dr. Michael Wilding, Acting Vice President, Human Resources & Student Affairs
 Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Special Guests: Mr. Bill Rauch, Vavrinek, Trine & Day LLP
 Mr. Tyler Shaw, Auto Fair
 Ms. Cindy Grandgeorge, Director, Fiscal Services

President Tichenor declared a quorum and called the meeting to order at 5:37 p.m.

**QUORUM
ESTABLISHED
(1.1)**

The Board moved to Closed Session to discuss the following:

**CLOSED SESSION
(1.2)**

1.2a Conference with Labor Negotiator
 Santa Clarita Community College District Representative:
 Dr. Michael Wilding
 California Schools Employee Association (CSEA)

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

The Board adjourned Closed Session at 6:20 pm, commenced with Open Session at 6:44 pm and announced that no action was taken in Closed Session.

President Tichenor asked Mr. Foust to lead the flag salute.

**FLAG SALUTE
(1.3)**

President Tichenor welcomed all present and invited members of the audience desiring to address the Board to so indicate and they would be recognized.

**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
 Student Trustee: Aye

**Board of Trustees Minutes –Business Meeting
January 21, 2004**

2003/04-59

The Board moved approval of the minutes for December 3, 2003 and January 5, 2004 as follows:

**APPROVAL OF MINUTES
(12/3/03 and 1/5/04)
(1.6)**

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

Dr. Van Hook noted that:

**RECOGNITION/
INFORMATION
(1.7)**

- ✓ The staff, administration, and faculty members deserve praised for their perseverance in all cases during the power outage on Tuesday, the first day of classes. In particular, she thanked Mr. Jim Schrage and the facilities staff for their help in working with others on campus to help the day run as smoothly as could be expected. She noted her appreciation to everyone for their assistance.
- ✓ She received a nice letter from Mr. Ian Harte's mother who thanked the campus community for all that was done for Ian – as a student, an employee of the college, the search for him, and his memorial held on campus.

President Tichenor also noted the staff and faculty should be commended for handling the challenges presented during the power outage so well.

The Board moved approval of the Consent Calendar with the additional information on the Personnel Schedule as noted below:

**CONSENT CALENDAR
(2)**

- 3.1 Approval of Application/Permit for Use of District Facility Between Santa Clarita Community College District and Santa Clarita Waterpolo Club
- 3.2 Ratification of Professional Services Agreement Between Santa Clarita Community College District and Classic Wire Cut Company
- 3.3 Approval of Agreement Between Santa Clarita Community College District and American Society for Quality
- 3.4 Approval of Professional Services Agreement Between Santa Clarita Community College District and McGregor-Shott
- 3.5 Approval of Resolution 2003/04-12: Permission to Transact Child Development Agreement FIMS-3296 with the California Department of Education for Child Development Services
- 5.1 Approval of Purchase Order Schedule PO 2003/04-06
- 5.2 Approval of Travel Authorizations Schedule T 2003/04-07
- 5.3 Approval of Engagement Letter from Grant Thornton LLP for Arbitrage Calculation on Lease Revenue Bonds, Series 2000A
- 6.1 Approval of Notice of Completion for the I-Building HVAC System Cleaning Project
- 6.2 Approval of Notice of Completion for the Campus Map Kiosks Project
- 6.3 Approval of Notice of Completion for the Perimeter Landscaping Project
- 6.4 Approval of Addendum #01 to Contract with SubSurface Designs, Inc. for the Business/High-Tech Building
- 6.5 Approval of Addendum #01 to Contract with SubSurface Designs, Inc. for the Laboratory Expansion Project
- 6.6 Approval of Addendum #01 to the Executive Architectural Services (Flewelling & Moody) for the New Warehouse Facility
- 6.7 Approval of Professional Services Agreement with Frederick E. Little for Inspection Services for GO Bond Projects
- 6.8 Approval of Contract with BSK Associates for Testing and Inspection Services for the Performing Arts Center
- 7.1 Approval of Personal Schedule PERS 2003/2004-10

B. CLASSIFIED PERSONNEL

2. Employment – Regular

**Danelle Bagaus, Program Specialist II (NSF Regional Center),
Classified Represented Salary Schedule B, Range 20, Step 4**

6. Other
Gayle Pyle, from Student Services Specialist II (Scholarships), Classified Represented Salary Schedule B, Range 18, Step 8 (\$3040) to Student Services Technician I (Financial Aid), Range 22, Step 3 (\$3276). Effective 1/22/04. Promotion through regular hiring process.

**CONSENT CALENDAR
(2) con't**

- 8.1 Approval of Change in Vendor for the District Data Network Maintenance Agreement from DWG Professional Services Inc. to Enterasys Networks Inc.
8.2 Approval of Maintenance Agreement Between Santa Clarita Community College District and Aprisma Management Technologies, Inc.
8.3 Ratification of Contract Renewal – 1099 Pro, Inc

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

An Outcomes Report from the Mathematics, Engineering, Science Achievement (MESA) Program was presented to the Board by Ms. Susan Crowther, Director, MESA Program. A brief question and answer period followed her presentation. The Board thanked Ms. Crowther for the excellent work she is doing for students enrolled in MESA and for the positive image she portrays of the college.

**OUTCOMES REPORT
FROM THE
MATHEMATICS,
ENGINEERING, SCIENCE
ACHIEVEMENT (MESA)
PROGRAM
(3.6)**

Mr. Bill Rauch, Manager, Vavrinek, Trine & Day LLP, was present. He discussed the fact that our annual audit has no major findings. A brief question and answer period occurred. The Board and Dr. Van Hook expressed their appreciation to Ms. Coleal, Ms. Cindy Grandgeorge and the Fiscal Services staff for their dedication and commitment to their jobs. The Board moved Acceptance of the Annual Audit for Fiscal Year Ending June 30, 2003.

**ACCEPTANCE OF
ANNUAL AUDIT FOR
FISCAL YEAR ENDING
JUNE 30, 2003
(5.5)**

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

The Board moved Approval of Memorandum of Understanding for the Santa Clarita Auto Fair.

**APPROVAL OF
MEMORANDUM OF
UNDERSTANDING FOR
THE SANTA CLARITA
AUTO FAIR
(6.9)**

Motion: MacGregor Second: Jenkins Record of Board Vote: 4-0-1
Student Trustee: Aye
(Abstain – Fortine)

The Board moved Approval of Academic Calendar for Academic Year 2004/05 and Academic Year 2005/06.

**APPROVAL OF
ACADEMIC CALENDAR
FOR ACADEMIC YEAR
2004/05 AND ACADEMIC
YEAR 2005/06
(4.1)**

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

The Board moved Approval/Ratification of Budget Transfers as presented.

**APPROVAL/
RATIFICATION OF
BUDGET TRANSFERS
(5.4)**

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

**Board of Trustees Minutes –Business Meeting
January 21, 2004**

2003/04-61

The Financial Report for Month Ending November 30, 2003 was presented as information to the Board.

**FINANCIAL REPORT
MONTH ENDING
NOVEMBER 30, 2003
(5.6)**

The Board moved Approval of Change Orders for the Performing Arts Center Project.

**APPROVAL OF CHANGE
ORDERS FOR THE
PERFORMING ARTS
CENTER PROJECT
(6.10)**

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

The Board moved Approval of Resolution 2003/04-13: To Adopt the Cost Accounting and Informal Bidding Act Procedures.

**APPROVAL OF
RESOLUTION 2003/04-
13: TO ADOPT THE
COST ACCOUNTING
AND INFORMAL
BIDDING ACT
PROCEDURES
(6.11)**

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

Dr. Van Hook reported that:

**UPDATE ON
LEGISLATION
(10.1)**

- ✓ The CEO Board will meet this weekend in conjunction with the CCLC conference.
- ✓ Several ballot initiatives will be discussed at the conference and we await the League's position.
- ✓ Chancellor Drummond will be resigning from the CEO Board, but will continue to participate in the meetings, as did Chancellor Nussbaum.
- ✓ The retirement reception for Chancellor Nussbaum was a nice event and well attended. She noted community colleges, in particular, College of the Canyons, will miss Mr. Nussbaum, as he was a great supporter and friend.
- ✓ Our local chamber, along with other school districts, recently passed resolutions in support of the Kindergarten-University Facilities Bond Act of 2004.
- ✓ There are several key issues in the Governor's 2004/05 budget plan (which was briefly reviewed in the meeting.)
- ✓ The Hearing Report on the California Education Finance by Carol Yu has been released and we have a copy of her report, which addresses several interesting areas of funding.
- ✓ She received an inquiry from Mr. Jim Bizelle of Pardee Homes regarding the Board's intention, if any, to place a resolution on our agenda in opposition to the Newhall Water District's recent findings. After a brief discussion, the Board asked Dr. Van Hook to draft such a resolution for their consideration at the next Board meeting.

Mrs. Jenkins added that:

- ✓ She will be attending the CCLC conference and the CCCT meeting this weekend in Sacramento.
- ✓ She will also be attending the Board of Governors meeting in March as a representative of the CCCT Board of Directors.

Although the Board moved approval in favor of this Resolution at their May 14, 2003 meeting, they moved approval of Resolution 2003/04-11 in Support of the Kindergarten-University Public Education Facilities Bond Act of 2004, to reiterate their support of Proposition 55 and the benefit it will have for community colleges.

**APPROVAL OF
RESOLUTION 2003/04-11
IN SUPPORT OF THE K-
UNIVERSITY PUBLIC
EDUCATION FACILITIES
BOND ACT OF 2004**

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

**Board of Trustees Minutes –Business Meeting
January 21, 2004**

2003/04-62

None.

**ACADEMIC SENATE
REPORT
(11.1)**

Ms. Mayer had nothing to report

**CLASSIFIED
COORDINATING
COUNCIL REPORT
(11.2)**

Dr. Van Hook reported that:

- ✓ Mr. Bob McCarty, a member of the Foundation Board is very ill and will be undergoing treatment for bacterial endocarditis. Our thoughts are with him and his wife during this difficult time.
- ✓ Ms. Dena Maloney learned the Department of Labor was going to shorten the timeline cut-off date for proposals for the H1B Federal Funding, so she quickly submitted our proposal (biotech/biomed) before the cut off date.
- ✓ She had a productive lunch today with Ms. MacGregor and representatives of the Bank of America.
- ✓ Mr. Bruce Pelkey recently had kidney stone surgery and is home recuperating.
- ✓ Ms. Diana Stanich's mother-in-law passed away last Friday. Our thoughts are with her and her husband, Brad, during this time.

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

Dr. Hartley reported that:

- ✓ He attended Chancellor Nussbaum's retirement reception and the ACCCA Budget Conference in Sacramento.
- ✓ He, Dr. Van Hook, and Dr. Barry Gribbons visited other college centers near Sacramento, noting they learned a lot on their tours.

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

Ms. Coleal noted that:

- ✓ She will be attending a SWACC claims workshop, sponsored by Keenan & Associates at the end of the month.
- ✓ Ms. Grandgeorge has been working closely with Mr. Scott Lay (CCLC) helping him prepare for a presentation on equalization.

Mr. Foust reported that:

- ✓ He attended Ian Harte's memorial in December 2003. It was a nice remembrance of Ian.
- ✓ The ASG officers will be interviewing two candidates next week for the office of the Vice-President.
- ✓ The ASG By-laws are nearly completed. He has sent a draft to Ms. MacGregor at her request, and would be happy to send them to any other trustee who would like to see them.
- ✓ He is still planning for a possible democratic primary debate. If it comes together and occurs, it will be held on February 19th at noon in the Honor Grove. He will keep the Board informed.
- ✓ He is hoping to coordinate another blood drive this spring and will get the dates and inform the Board.

Mr. Fortine had nothing to report.

Ms. MacGregor attended a Foundation Policy Handbook meeting and will attend the Foundation Board meeting at the end of the month. She attended the University Center luncheon at the Hyatt, noting how impressed she was with Ms. Sami Salvatori and her discussion of the University Center. She will be attending the CCLC conference in Sacramento this weekend.

**Board of Trustees Minutes –Business Meeting
January 21, 2004**

2003/04-63

Ms. Jenkins will be attending the CCCT Board meeting and the CCLC Conference this weekend. She had also attended the University Center lunch earlier this month and reiterated how inspiring Ms. Salvatori was during her presentation.

Mr. Gillis announced he will be resigning as Vice-President of the Board, as he does not have the time to do the job he would like to do.

Mr. Tichenor also attended the University Center luncheon, noting that Ms. Salvatori should be at all our University Center functions, as she is a great spokesperson for the idea. He commended the Board for their exceptional meeting and their participation in the recent Board Workshop that was held on January 14, 2004.

None.

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

At the Board's request, Dr. Van Hook will draft a Resolution for the Newhall Water District to be placed on the next Board agenda for the Board's consideration.

**REQUESTS/RECAP BY
BOARD MEMBERS FOR
FUTURE ITEMS ON
AGENDA
(11.6)**

President Tichenor announced the next Business Meeting will be held on Wednesday, February 11, 2004 in S-132. Closed Session is scheduled to begin at 5:00 pm, Open Session at 6:30 pm.

**ANNOUNCEMENT OF
NEXT MEETING
(02/11/04) AND
ADJOURNMENT
(12)**

There being no further business, the meeting was adjourned at 8:47 p.m.

Mrs. Michele R. Jenkins, Clerk
Board of Trustees
Santa Clarita Community College District

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

Entered in the proceedings of the District _____