

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, FEBRUARY 17, 2009
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, February 17, 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/Vice President, Instruction
Dr. Michael Wilding, Assistant Superintendent/VP, Student Services
Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services
Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources and Interim VP,
Academic Affairs
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, Vice President, Facilities Planning, Operations, and Construction
Ms. Sue Bozman, VP, District Communication, Marketing & External Relations
Dr. Floyd Moos, Dean, Fine and Performing Arts
Mr. Adam Philipson, Managing Director, PAC
Dr. Kevin Kistler, Associate Dean, Institutional Support

President MacGregor declared a quorum and called the meeting to order at 5:05 pm.

**Quorum Established
(1.1)**

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

**Closed Session
(1.2)**

- 1.2a Potential Public Employee Discipline
(pursuant to Government Code §54957)
- 1.2b Conference with Real Property Negotiator(s)
Property: APN #3231-012-013
Agency Negotiator: Dr. Dianne Van Hook
Under Negotiation: Feasibility
(pursuant to Government Code §54956.8)

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

The Board returned to Open Session at 6:35 pm, and Ms. MacGregor announced no action had been taken in Closed Session.

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

**Flag Salute
(1.3)**

The Board moved approval of the agenda with the removal of Item 5.7 from this agenda (to be brought back at a future meeting), and 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

Ms. 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 January 21, 2008:

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

**Approval of Minutes
(01/21/09)
(1.6)**

Ms. Coleal announced that Dr. Van Hook is being recognized for two awards this year.

**Recognition/Up Close
(1.7)**

- ✓ Supervisor Antonovich nominated Dr. Van Hook as one of 6 women for the Woman of the Year Award sponsored by the LA County Board of Supervisors and the LA County Commission for Women. She will be honored at a luncheon being held on March 16th at the Biltmore Hotel.
- ✓ The Betty Ferguson Foundation has asked her to be their 2009 Woman of Honor at their annual fundraiser dinner. It will be held on our campus in August. They are thrilled she has accepted their offer to be honored this year.

Dr. Van Hook.

- ✓ Introduced Ms. Diane Fiero, who provided an update (via a PowerPoint) on the GO! and PAL Programs at COC. Ms. Fiero highlighted each of these programs, and reviewed the results/outcomes with the Board. A copy of her presentation is hereby made a part of these minutes as if fully set forth herein. She thanked Institutional Research and Instructional Services for their help to make these programs such a success, as well as the Board and the Administration for their support during her time working in her Interim position in the Instruction Office.

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

**Consent Calendar
(2)**

- 3.1 Ratification of Contract Agreements with Boston Reed College for Pharmacy Technician Program Through Community Education
- 3.2 Approval of Contract Agreement with Boston Reed College for Massage Therapist Training Program Through Community Education
- 4.1 Approval of Contract Agreement Between Santa Clarita Community College District and Cynosure New Media, Inc.
- 5.1 Approval of Purchase Order Schedule PO 08/09-7
- 5.2 Approval of Travel Authorizations Schedule T 08/09-13
- 5.3 Approval of Quarterly Financial Status Report: Quarter Ended December 31, 2008
- 6.1 Approval of Notices of Completion (H&S Electric and T.L. Shields & Associates, Inc.)
- 6.2 Approval of Contract for Pest Control Services (Service Pro Pest Management Co.)
- 6.3 Approval of Addendum #02 to the Architectural Services Contract for the Bonelli Hall First Floor Remodel Project (NTD Architecture)
- 6.4 Approval of Contract for Parking Lot Sweeping Services (Nobile's Power Sweeping)

- 6.5 Approval of Contract for the Dr. Dianne G. Van Hook University Center Construction Project for Blueprint Reproduction Services (Reliable Graphics)
- 6.6 Approval of Addendum #05 to Construction Administration Contract for the Dr. Dianne G. Van Hook University Center Construction Project (Flewelling & Moody)
- 6.7 Approval of Contract for the Dr. Dianne G. Van Hook University Center Construction Project (Andy Gump)
- 6.8 Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Construction Project
- 6.9 Approval of Change Order #01 for Central Plant Project (Air Treatment Corporation)
- 6.10 Approval of Contract for the Cafeteria Remodel Project for Doors and Hardware (Montgomery Hardware Co.)
- 6.11 Approval of Addendum #01 for Pre-Construction Services for the Library Expansion Construction Project (Heery International)
- 6.12 Ratification of Contract for Electrical Installation for Metal Fabrication Building (Triple C Electric)
- 6.13 Ratification of Contract for Hasley Hall Construction Project (Classroom/High Tech) for Exit Corridor (Town Park Construction)
- 6.14 Ratification of Contract for Faculty Offices and Faculty Conference Room Remodel Bonelli Hall (Floor Connection, Inc.)
- 6.15 Approval of Addendum to Contract for Temporary Workers for the Dr. Dianne G. Van Hook University Center Construction Project (SelectRemedy)
- 7.1 Approval of Personnel Schedule PERS 2008/2009-11
- 7.2 Approval of Classified Administrator Employment Contract for Admissions & Records Project Manager – Veterans Affairs and Athletics
- 8.1 Approval of Agreement Between Santa Clarita Community College District and PLATO, Inc.

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

Motion: Fortine Second: Jenkins 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 2008-2009.

**Approval of Payments
for Supplementary
Services for Full-Time
Faculty; Information on
Full-Time Faculty
Reassigned Time,
Overload and Extra
Session Payments to
Date 2008-2009
(3.3)**

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

The Board moved Ratification of Instructional Services Agreement Regarding Educational Courses Between the Los Angeles Police Department and the Santa Clarita Community College District.

**Ratification of
Instructional Services
Agreement Regarding
Educational Courses
Between the LA Police
Department and the
SCCCD
(3.4)**

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

The Board moved Approval of Client Agreement Between Santa Clarita Community College District and SeatAdvisor, Inc. (SABO).

**Approval of Client
Agreement Between
SCCCD and
SeatAdvisor, Inc.
(SABO)
(3.5)**

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

**Board of Trustees Minutes – Business Meeting
February 17, 2009**

2008/09-76

The Board moved Approval of Contract Between the Santa Clarita Community College District and Mellady Direct Marketing.

**Approval of Contract
Between the SCCCD
and Mellady Direct
Marketing
(3.6)**

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

The Board moved Approval of New Clinical Site for College of the Canyons' Nursing Students (Santa Clarita Valley Senior Center).

**Approval of New
Clinical Site for COC's
Nursing Students (SCV
Senior Center)
(3.7)**

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

The Board moved Approval of Non-Resident Tuition for 2009-2010.

**Approval of Non-
Resident Tuition for
2009-2010
(4.2)**

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

The Board moved Approval of Authorization for Cash Loan—Increase in Maximum Amount for the Financial Aid Fund for Fiscal year 2008-2009.

**Approval of Authori-
zation for Cash Loan—
Increase in Maximum
Amount for the
Financial Aid Fund for
Fiscal year 2008-2009
(5.4)**

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

The Board moved Approval/Ratification of Budget Transfers.

**Approval/Ratification of
Budget Transfers
(5.5)**

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

The Board received the Financial Report – Month Ending December 31, 2008 as information.

**Financial Report –
Month Ending
December 31, 2008
(5.6)**

This item was removed from the agenda by Ms. MacGregor at the beginning of the meeting.

**~~Capital Projects
Funding Update—Use
of Measure M Funds
Due to Freeze on State
Construction
Reimbursements
(5.7)~~**

The Board moved Approval of Contract for Architectural and Engineering Services for the Baseball and Softball Fields Dugouts and Locker Rooms (KBZ).

**Approval of Contract
for Architectural and
Engineering Services
for the Baseball & Soft-
ball Fields Dugouts and
Locker Rooms (KBZ)
(6.16)**

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

The Board moved Approval of Change Orders for Canyon Country Campus Construction Project – Upper Parking Lot.

**Approval of Change
Orders for Canyon
Country Campus
Construction Project –
Upper Parking Lot
(6.17)**

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

**Board of Trustees Minutes – Business Meeting
February 17, 2009**

2008/09-77

The Board moved Approval of Contract for Design of Truck Training Prop, Del Valle Training Center (J.C. Chang & Associates, Inc.).

Approval of Contract for Design of Truck Training Prop, Del Valle Training Center (J.C. Chang & Assoc, Inc.) (6.18)

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

The Board moved Ratification of Agreement Between Santa Clarita Community College District and Dr. Myron Dembo (FLEX Presenter).

Ratification of Agreement Between SCCC and Dr. Myron Dembo (FLEX Presenter) (7.3)

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

The Board moved Approval of Naming Opportunity for the Entrance Plaza Water Feature at the Dr. Dianne G. Van Hook University Center as Auction Item at Silver Spur 2009.

Approval of Naming Opportunity for the Entrance Plaza Water Feature at the Dr. Dianne G. Van Hook University Center as Auction Item at Silver Spur 2009 (10.1)

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

The Board moved Approval of Resolution 2008/09-15: In Support of the Interstate 5 HOV/Truck Lane Project.

Approval of Resolution 2008/09-15: In Support of the Interstate 5 HOV/Truck Lane Project (10.2)

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

Minor amendments were made to this Resolution at the request of Mr. Wilk at the meeting. These amendments were agreed upon by all Board members. With the proposed amendments, the Board moved Approval of Resolution 2008/09-16: In Support of Solving the State Budget Crisis of 2008/09.

Approval of Resolution 2008/09-16: In Support of Solving the State Budget Crisis of 2008/09 (10.3)

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

The Board received an Update on the Performing Arts Center Memorandum of Understanding (PAC MOU) with the City of Santa Clarita Community College District. It was noted that the College and City staff have worked for the past 18 months on a review of the MOU. The recommended changes included creating revenue streams to offset expenditures. To date, no changes have been agreed to between the City and the College.

Update on the PAC MOU with the City of Santa Clarita (10.4)

Dr. Van Hook:

- ✓ Distributed a new *“What They’re Saying...”* (written by Mr. Eric Harnish). She briefly highlighted the key issues included therein, including the Stimulus Bill, the state budget, and some of the bills being discussed in Sacramento.

Update on Legislation (10.5)

Update on the ACCT National Legislative Conference (in Washington DC):

- ✓ Mr. Fortine noted his trip to this conference was good, but that both the nation and the world’s economy are in dire straits at this time, so it is also a frustrating time.
- ✓ Mr. Wilk noted it was an exciting time in Washington DC. He provided highlights of the meetings he attended following the conference while he was there. At a McKeon reception for key supporters to education, Senator Tom McClintock told Mr. Wilk that he loves community colleges and that if we needed anything, to let him know.

Update on the CCLC Legislative Conference (in Sacramento):

- ✓ Mr. Cardenas highlighted the ASG officers' trip to Sacramento, noting they met all four of our representatives (assembly and senate). They appreciated the opportunity to speak directly with them, share concerns and the needs of students.
- ✓ Ms. MacGregor noted the students did a great job, and she knows our representatives appreciated hearing the input from the students.

**Update on Legislation
(10.5) con't**

Mr. Dermody noted that:

- ✓ The Academic Senate is back in action, and had a successful FLEX week.
- ✓ Classes are very crowded and the faculty is doing a good job to meet the needs of our community and fill the seats that are available whenever they can.
- ✓ They are addressing credit/non-credit issues to make sure there is no duplication of effort, and to ensure the transitions between the two are easier.
- ✓ If any Board member would like to stop by the Senate meeting, they are always welcome.
- ✓ The March 12th Senate meeting will be held at the Canyon Country Campus.
- ✓ The Scholarly presentation will be held in April, and they always appreciate the support of the Board, the Foundation and the Public Information Office.

**Academic Senate
Report
(11.1)**

Mr. Dennis Lettau reported that:

- ✓ He and Mr. John Makevich appreciated the support of the Board and Dr. Van Hook for the opportunity to attend the November CCLC conference.
- ✓ The Classified Senate has completed their 3-year plan within a year and a half.
- ✓ They re-instituted the craft fair and profited approximately \$3,000. The community seemed to really enjoy having it back again.
- ✓ They have had successful fundraisers, and continue to work hard to make sure Classified Senate is fully represented.

**Classified Senate
Report
(11.2)**

Ms. Jenkins announced that:

- ✓ The Foundation Executive Committee meeting was postponed.
- ✓ Ms. Ritz inquired as to when our Board is planning to appoint a representative to the Foundation as a liaison member. Ms. MacGregor noted it will likely be done in May, but the Board of Trustees need to discuss the procedures for this process.

**Board Liaison
Committee Member
Report
(11.3)**

Dr. Maloney noted that:

- ✓ The Canyon Country Campus (CCC) enrollment is up 15% over last spring.
- ✓ Asssemblyman Cameron Smyth will be touring in Canyon Country on March 13th.
- ✓ We have tentatively scheduled a Board meeting in April for the CCC.
- ✓ An Open House for high school junior and seniors from Canyon and Golden Valley high schools will be held on April 23 at Canyon Country.
- ✓ The first design meeting for Applied Technology Building. All input will be put together so that Mr. Schrage can get the plans to DSA in March or early April.
- ✓ They are setting up a small reproduction office at the CCC.
- ✓ The Early Childhood Development Center sent in their application for their license. As soon as they hear it is officially approved, they will host an event at the CCC to celebrate.
- ✓ Another shade structure and a coffee area on campus is in the works.
- ✓ She had a brainstorming session with ASG and will be doing a survey with the students for ideas to be held on their campus.

**Chancellor's Report
(11.4)**

Mr. Schrage added that:

- ✓ The COC hockey team is going to Nationals in New York on March 4th.

Dr. Gribbons noted that:

- ✓ He attended the VIA lunch today.
- ✓ He will be attending the LAEDC forecast meeting on Wednesday.
- ✓ He is planning to be in Sacramento with Ms. Coleal on Thursday to discuss the growth formula.

Dr. Capet added that:

- ✓ He commended our faculty for putting every seat in our classrooms available to use. We have jumped to an 87% fill rate from 40% 2 years ago. If there is a chair available, they are letting the students in.
- ✓ It is official that we have received our official re-accreditation announcement. Thirty community colleges went through the cycle, and only 6 passed cleanly – including COC. This is the lowest number of recommendations we have had on a report. Dr. Capet presented the official certificate to Dr. Van Hook and the Board of Trustees.

Ms. Coleal noted that:

- ✓ The AT&T Classic is March 9-13. The gala and performance will be held on our campus, March 11th. The dinner will be in our gymnasium, and comic Louis Anderson will perform in the PAC that evening.

Ms. Fiero and Dr. Wilding had nothing additional to report.

Dr. Van Hook announced that:

- ✓ There is a new session of LEAP that will begin on February 27th. They plan to have 5 solution teams, and will meet for six Fridays in the spring semester. The last session of “next steppers” (the first group of LEAP) will meet this Friday.
- ✓ We have begun corporate training for Magic Mountain employees. They will have senior management lead break-out groups coming to COC on March 13th. Any administrators wanting to attend their sessions are welcome to do so.
- ✓ The Field Studies program is going well, and she looks forward to showing a DVD of highlights from the program, including interviews with students. She noted her appreciation to Mr. Dermody for his help in getting this idea launched and for helping it becoming such a success.
- ✓ Professional Development is working on a Management Institute and we plan to offer a Basic Management Skills workshop in the near future.
- ✓ Hasley Hall was recently highlighted in an architectural magazine for its design features.
- ✓ We will host two visits from:
 - Hewlett Packard – They will visit us to look at best practices in college skills and basic skills success to see if we might be one of four colleges chosen to be a leader in the state.
 - A doctoral student from Oregon State is doing his dissertation on “Good to Great,” which is a study on what we did to achieve such a great increase in our transfer rates.

Mr. Cardenas noted that:

- ✓ The ASG hosted a BBQ last Wednesday to promote the rally at Pasadena City College on February 27th. They had almost 200 sign-ups for students to ride the bus to Pasadena to participate in the rally.

Mr. Fortine added that:

- ✓ He attended the Hall of Fame Dinner. Dr. Van Hook did an extemporaneous speech that was great.
- ✓ He offered his congratulations to Dr. Van Hook on the LA County Woman of the Year nomination.
- ✓ He attended the LA Economic Development Conference held in the PAC in early February, and it was very beneficial.
- ✓ He offered his thanks to Dr. Gribbons for his presentation at VIA today. It was very informative, and VIA is always supportive of COC.
- ✓ He thanked Ms. Fiero for chairing the Castaic Education Wine Tasting event.

Mr. Wilk added that:

- ✓ He attended the Cabaret show at the PAC last Saturday on Valentine's Day night, and it was great.
- ✓ He complimented Mr. Adam Philipson for always thinking of ways we can be better in what we do for the community. His positive attitude is infectious.
- ✓ He has agreed to serve on the HMNMH Foundation Board, which he will join on April 1st.

**Reports by Student
Trustee, Staff
Members, and Board
Members
(11.5) con't**

Mr. Tichenor added that:

- ✓ He congratulated the faculty, classified staff and the administration for the rating we received on the Accreditation report, noting how rare it is to receive such a rating in these times.

Ms. Jenkins announced that:

- ✓ She had signed up to attend the Castaic Foundation Wine Tasting, but ended up attending a webcast hosted by CSBA, the CEOs of the Financial Crisis Management Team, and the County Superintendent's Educational Services Association, which was held at the Newhall School District office. They discussed what school board members should be doing and participating in when looking at the budget and the potential crisis over the next couple of years.

Ms. MacGregor noted that:

- ✓ She attended the Athletic Hall of Fame dinner and it was very nice.
- ✓ The SCVTA meeting is at the Saugus Bramlett Room on March 2nd and will focus on budget strategies and what each Board is doing towards this effort.
- ✓ She attended the last home COC Hockey game, and it was thoroughly enjoyable.
- ✓ She attended Congressman McKeon's breakfast and it was very informative.
- ✓ Our next meeting will be held on February 25th with members of Executive Cabinet.
- ✓ She thanked the COC Family for the food, cards, emails and thoughts during the past week following the passing of her mother, Margaret Lay. She truly appreciated everything that was done for her and her family.

Mr. Justin Bell, a COC student, addressed the Board about the campus non-smoking policy, and asked what our plans were to enforce this policy. The administration noted they are talking about this issue and how we should approach it to help enforce the non-smoking policy.

**Comments by the
Audience for Items Not
on the Agenda
(11.6)**

Mr. Tichenor noted he felt the Board and administration should enforce this policy, even if it meant we issued tickets when there are violations.

Mr. Wilk requested:

- ✓ A status/update on AP 2735 – Board Member Travel (from his earlier request at the October 8th meeting).

Dr. Van Hook noted this will be a discussion topic on the February 25th agenda.

**Requests/Recap of
Requests Made During
the Meeting By Board
Members to Have an
Item on a Future
Agenda
(11.7)**

**Board of Trustees Minutes – Business Meeting
February 17, 2009**

2008/09-81

President MacGregor announced the next meeting will be Wednesday, February 25, 2009 and will be a Board Study Session/Workshop with the Executive Cabinet members. The meeting will begin at 4:00pm in HSLH 137 with Open Session.

Announcement of Next Meeting (02/25/09) and Adjournment (12)

There being no further business, the meeting was adjourned at 8:50 p.m.

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 _____