

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, MARCH 8, 2006
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, March 08, 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. Joan W. MacGregor
 Mr. Ernest L. Tichenor
 Ms. Annie Yang, ASG President (sitting in as Student Representative)

Members Absent: Mrs. Michele R. Jenkins

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
 Dr. Carole Long, Interim VP, Instruction and Community Extension
 Ms. Diane Fiero, Vice President, Human Resources
 Mr. Michael Dermody, President, Academic Senate
 Ms. Lenore Marta, Administrative Assistant/Classified Coordinating Council

Special Presenters/ Dr. Floyd Moos, Director, The Institute of Teaching & Learning
Guests: Dr. Bruce Pelkey, Director, International Students
 Ms. Kathleen Maloney, Executive Director, COC Foundation
 Mr. Kevin Holmes, Member, COC Foundation Board
 Ms. Deborah Rio, Director, Admissions & Records
 Mr. Jim Schrage, Dean, Physical Plant and Facilities Planning
 Mr. John Green, Manager, Publications, Marketing & Reprographics
 Ms. Cindy Grandgeorge, Director, Fiscal Services
 Ms. Cathy Ritz, Director, Development
 Ms. Evis Wilson, Student Services Specialist
 Dr. Chuck McIntyre, Consultant
 Ms. Heidi White, Auditor
 Mr. Stu Dell, Canyon Call

President Fortine declared a quorum and called the meeting to order at 5:00 p.m.

**Quorum Established
(1.1)**

1.2a Conference with Labor Negotiators
 Santa Clarita Community College District Representative: Dr. Dianne Van Hook
 Unrepresented Employee: Theatre Manager
(pursuant to Government Code §54957.6)

**Closed Session
(1.2)**

1.2b Conference with Labor Negotiator
 Santa Clarita Community College District Representative: Dr. Michael Wilding
 Part Time Faculty United-AFT Local 6262
(pursuant to Government Code §54957.6)

1.2c Conference with Legal Counsel – Anticipated Litigation
One Case
(pursuant to Government Code §54956.9)

**Closed Session
(1.2)
(Continued)**

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

The Board returned from Closed Session at 6:35 pm. President Fortine announced the Board took no action in Closed Session.

President Fortine asked Dr. Pelkey 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.

**Welcome Guests
(1.4)**

The Board moved approval of the Agenda for the meeting with the revisions to Items 6.2 and 6.3 and the additional information presented for Item 7.1.

**Approval of Agenda
(1.5)**

Motion: Tichenor Second: MacGregor Record of Board Vote: 4-0
ASG President: Aye

The Board moved approval for the minutes of 02/15/06 as follows:

**Approval of Minutes
(2-15-06)
(1.6)**

Motion: MacGregor Second: Tichenor Record of Board Vote: 4-0
ASG President: Aye

✓ Dr. Floyd Moos made a presentation on the Institute of Teaching and Learning, Classroom Assessment and Reflection Projects (CARPs). After three years, the Institute has seven rotating courses (one is 100% online and one hybrid). So far, there have been 153 participants from 57 departments.

**Recognition/Information
(1.7)**

The purpose of the institute is to develop teaching skills. The Institute has received some funding through a portion of a \$3.5 million Title III (5-year) grant.

New to the Institute is classroom research on the result of what they have taken back to classroom by past and present enrollees.

✓ Mr. Schrage was recognized for his Hockey Club Team's achievements. He reported that the COC Hockey Club went to Nationals in Florida, winning one of four games. COC was the only **community** college invited and the only **college from California**. The Club Team finished twelfth in the nation. He is extremely proud of the Club members for their performance, self-discipline, and behavior on the trip. Congratulations! On behalf of the students, Ms. Yang indicated there was much pride on the part of the team members. She hopes the financial burden will be reduced in the future.

Dr. Van Hook added that while the Hockey Team is a club through the Associated Students, Mr. Schrage requires them to maintain 12 units and the same GPA other COC athletes must maintain which helps to provide the structure and expectations. She applauded him for that and stated she knew how much extra time it takes to do this. He is making a difference in the lives of those students.

The Board removed item 3.1 for separate approval. The Board moved approval of the remainder of the Consent Calendar as noted below:

**Consent Calendar
(2)**

- 3.1 Approval of Payments for Supplemental Services for Full-Time Faculty
- 5.1 Approval of Purchase Order Schedule PO 05/06-08
- 5.2 Approval of Travel Authorizations Schedule T 05/06-09
- 5.3 Approval of Amendment to Lease Agreement Between Santa Clarita Community College District and City of Santa Clarita for Canyon Country Access
- 5.4 Approval of Engagement Letter from Grant Thornton LLP, for Arbitrage Calculation on Certificates of Participation Delivered June 27, 2001
- 5.5 Approval of Engagement Letter from Grant Thornton LLP, for Arbitrage Calculation on General Obligation Bonds, Election of 2001, Series 2002, Dated May 1, 2002
- 5.6 Approval of Agreement Between Santa Clarita Community College District and Advanced Business Systems
- 5.7 Approval of Resolution No. 2005/06-21: Authorizing Santa Clarita Community College District to Enter into a Master Equipment Lease Purchase Agreement, Including Equipment Schedule Exhibit B Thereto, with De Lage Landen Public Finance LLC; and Authorizing and Approving Certain Actions in Connection Therewith
- 5.8 Approval of Equipment Lease Purchase Agreement Dated February 14, 2006
- 5.9 Approval of Agreement Between Santa Clarita Community College District and Advanced Business Systems - CopyPlus Branch/Dealer Service Agreement
- 6.1 Approval of Change Order for Laboratory Expansion Construction Project
- 6.2 Approval to Award Contract for the Upgrade of Fire Alarm Panels Scheduled Maintenance Project
- 6.3 Approval to Award Contract for the I-Building Seismic Retrofit Project
- 6.4 Approval of Contract to Upgrade Voice Mail System from Octel to Active Voice with Digital Telecommunications Corporation

- 6.5 Approval of Contract to Upgrade NEC Phone Switch for Installation at the Canyon Country Educational Center
- 7.1 Approval of Personnel Schedule PERS 2005/2006-13
- 7.2 Approval of Interim Administrator Employment Contract for Interim Director of Service Learning
- 7.3 Approval of Interim Administrator Employment Contract for Interim Division Dean, Social Sciences and Business (80%)
- 7.4 Approval of Amendment No. 1 to Agreement Between Santa Clarita Community College District and Frasco, Inc.
- 7.5 Approval of Agreement Between Santa Clarita Community College District and Professional Personnel Leasing, Inc.
- 8.1 Approval of Surplus District Property Other than Land Under Board Policy 707

Motion: MacGregor Second: Gillis Record of Board Vote: 4-0
ASG President: Aye

Mr. Tichenor noted that this is representative of opportunities for faculty to be compensated for additional duties assumed throughout the year.

**Item Removed from the
Consent Calendar for
Separate Approval
(Item 3.1)**

The Board moved approval of payment for Supplemental Services for Full-Time Faculty.

Motion: Tichenor Second: MacGregor Record of Board Vote: 4-0
ASG President: Aye

**Board of Trustees Minutes – Business Meeting
March 8, 2006**

2005/06-76

The Board moved Approval of Contract Between Santa Clarita Community College District and *Journeys of Discovery* (Educational Travel to Italy and Greece, Summer 2006)

Motion: MacGregor Second: Gillis Record of Board Vote: 4-0
ASG President: Aye

**Approval of Contract
Between Santa Clarita
Community College
District and *Journeys of
Discovery* (Educational
Travel to Italy and
Greece, Summer 2006)
(3.2)**

Dr. Wilding explained the fee increase per the chart in the Board Item.

Ms. Yang expressed the students' concern that the fee increases will negatively affect enrollments on the part of international (and out-of-state) students. The Board responded that increased fees were necessary as this was one area where the local district had control versus as the fees set by the state. Neither International (and out-of-state) students (nor their parents) contribute to the state tax base which helps to support community colleges. COC provides excellent services to its International (and out-of-state) students and has one of the best (if not the best) International Students Programs which has to be paid for. Out-of-state students can become residents in one year if they chose to do so.

**Approval of Non
Resident Tuition for FY
2006/2007
(3.3)**

The Board moved Approval of Non Resident Tuition for FY 2006/2007.

Motion: MacGregor Second: Tichenor Record of Board Vote: 4-0
ASG President: Nay

This item was moved up on the agenda.

The College of the Canyons Foundation Annual Financial Report June 30, 2005 and 2004 was presented as information to the Board.

Mr. Holmes:

- ✓ Presented some background information on the Management Letter noted on page two. The Management Letter is a document from the auditor explaining how a company handles internal controls. The Management Letter is different from the Audit. It does not address material weaknesses. It is a statement of things that could be done better in the future.
- ✓ Informed the Board that the Foundation staff is working with Fiscal Services and an outside accountant in preparation for their assuming accounting duties as of July 1, 2006 and is addressing internal controls.
- ✓ Explained that Ms. White's Audit Report states the Foundation is in conformity with accounting principles generally accepted in the United States of America. This indicates the highest level of materiality.

Mr. Fortine:

- ✓ Indicated he was originally concerned about Management Letter until discussions he had with Ms. White, Dr. Van Hook, Mr. Zimmer, & Ms. Maloney. He appreciated the input from all of them.

Ms. White provided the following information:

- ✓ The same regulations and audit procedures apply, whether the Foundation is aligned or stand alone.
- ✓ The Management Letter is not considered a public document, and therefore, not required by the IRS.
- ✓ The main concern of the auditors was addressing the District audit, however, they will be moving up the date of the Foundation audit to April 2006 and addressing concerns.
- ✓ An allowance for doubtful accounts is determined by management, which analyzes the accounts on an annual basis with letters sent to large donors to confirm pledges.
- ✓

**College of the Canyons
Foundation Annual
Financial Report June 30,
2005 and 2004
(5.12)**

Mr. Tichenor:

- ✓ Stated that as former IRS auditor, he has asked for management letter on an unqualified audit and asked the Foundation to provide a quarterly update on the status of the implementation of those recommendations.

Mr. Gillis:

- ✓ Stated he was happy to see the report and looks forward to the quarterly follow-up requested.

Mrs. MacGregor:

- ✓ Asked to see a report on donated hours, etc. report, and Ms. White informed her no report of dollar figures for donated hours was possible.

Mr. Fortine:

- ✓ Stated he will be meeting frequently with Mr. Zimmer as he wants to make sure the Foundation is extremely successful and will do whatever he can to make that happen.

Mrs. MacGregor:

- ✓ Echoed, as liaison with Foundation Board, Mr. Fortine's statement and expressed her thanks to Mr. Holmes for all he has done in working with the Foundation.

Dr. Van Hook:

- ✓ Noted that management suggestions are common in audits. When the district has received suggestions, a chart was developed and updated for the board on a regular basis.
- ✓ Reaffirmed Mr. Tichenor's request that updates be provided to the Board of Trustees.

The Board moved Approval/Ratification of Budget Transfers

Motion: Tichenor Second: MacGregor Record of Board Vote: 4-0
ASG President: Aye

**College of the Canyons
Foundation Annual
Financial Report June 30,
2005 and 2004
(5.12)
(Continued)**

**Approval/Ratification of
Budget Transfers
(5.10)**

The Financial Report – Month Ending January 31, 2006 was presented as information to the Board.

**Financial Report – Month
Ending 01/31/06
(5.11)**

The Board moved Approval of Notice of Completion for the Upgrade of Fire Alarm Panels Scheduled Maintenance Project.

Motion: MacGregor Second: Tichenor Record of Board Vote: 4-0
ASG President: Aye

**Approval of Notice of
Completion for the
Upgrade of Fire Alarm
Panels Scheduled
Maintenance Project
(6.6)**

The Board moved Approval of Notice of Completion for I-Building Seismic Retrofit Project.

Motion: MacGregor Second: Gillis Record of Board Vote: 4-0
ASG President: Aye

**Approval of Notice of
Completion for I-Building
Seismic Retrofit Project
(6.7)**

Update on Legislation, Regulations, and Board of Governors' Activities/Consultation Items.

- ✓ Dr. Van Hook discussed proposed legislation as follows
 - SB 1303 (Runner) which calls for removing the 5% limitation on high school students who can enroll in community college summer session classes if they take vocational or transferable classes.

**Update on Legislation,
Regulations, and Board
of Governors'
Activities/Consultation
Items
(10.1)**

- SB 1304 (Runner) which allows community colleges to use capital outlay funds allocated by the state for acquiring existing facilities, either owned by the government or held by private parties. It also enables districts to use the funds to upgrade the facilities and make them compliant with the Field Act.
 - SB 1566 (Runner) which deals with equalization and is consistent with the Governor's desire for \$130 million, but slightly changes the distribution methodology that has been used for the past two equalization installments by using updated FTES numbers.
 - AB 1402 (Blakeslee) – Property Tax Backfill which required the Controller to transfer additional general fund money to backfill the revenue shortfall if property tax revenues are below state estimates.
 - AB 1780 (Baca) – community College Fees which would reduce per-unit tuition back to \$11, beginning with the Fall 2006 term.
 - ACR 118 (Canciamilla) – Facilities Space Standards which would declare that the current space standards of the California Community Colleges are obsolete and should be rescinded immediately.
- ✓ Dena Maloney, Sharlene Coleal and Bruce Fortine are going to Sacramento on Monday with the Santa Clarita Valley Chamber of Commerce to lobby for projects of interest to Santa Clarita.
- ✓ Barry Gribbons is going to Washington DC next week to present the college's appropriations requests for 2006/07.

**Update on Legislation,
Regulations, and Board
of Governors'
Activities/Consultation
Items
(10.1)
(Continued)**

Mr. Dermody announced:

- ✓ He is looking forward to the Scholarly Presentation by George Rhys who has a Bachelors degree in philosophy and worked as a silversmith before becoming a teacher and noted that the Board is sponsoring the event which will be publicized in the community.
- ✓ The Academic Senate is still looking at the revisions to the Academic Freedom Policy. There will be more debate before it is brought to the Board.
- ✓ Sabbaticals are a little late being sent to the Superintendent-President as there were nine applications with probably four or five being sent to the Superintendent-President. There is a tremendous amount of time still to be spent before the names are ready for forwarding.

**Academic Senate Report
(11.1)**

Ms. Marta had nothing to report.

**Classified Coordinating
Council Report
(11.2)**

Dr. Van Hook announced:

- ✓ The Michael Sandness Scholarship article in the newspaper was a wonderful tribute, and she appreciated John Green's work on this.
- ✓ The District is working with Chuck McIntyre on a plan which will drive physical space expansion.
- ✓ Several faculty members will be making an Environmental Studies trip to DeAnza College for Curriculum Development workshops on March 17th.
- ✓ Advisory committees are working on future curriculum.
- ✓ She will speak to the Girl Scouts tomorrow.
- ✓ She spoke to ACCCA mentees at the February ACCCA Conference as the scheduled speaker didn't show and will be the kickoff speaker at the ACCCA Mentor Program in San Jose on March 29, 2006.

**Supt-President's Report
(11.3)**

Ms. Fiero announced:

- ✓ She attended the ACCCA Conference in February and won a \$500 scholarship for students.
- ✓ The state-wide Professional Development Conference is coming up. Leslie Carr is making a presentation on our program. COC has a preliminary agreement with the Hart Dist to partner on professional development opportunities. (Seven hundred of Hart's employees are being trained on customer service this semester.)
- ✓ Unity Day is May 20th at Golden Valley High School. This is an event for community members and families to celebrate diversity (poetry contest, art exhibition, basketball, dance, essay contest, performers, etc.).

**Reports by Student
Trustee, Staff Members,
and Board Members
(11.4)**

Dr. Michael Wilding
No Report

Dr. Long
No Report

Dr. Gribbons announced:

- ✓ He will be going to Washington DC to make appropriations requests for COC.
- ✓ He is working on the Regional Fire Academy in Del Valle.

Ms. Coleal announced:

- ✓ She attended the February ACCCA Conference on Emergency Preparedness.
- ✓ She served as a waiter at the Celebrity Waiter Dinner
- ✓ She hosted the LDS Relief Society in the Performing Arts Center.

Ms. Yang announced:

- ✓ The ASG spoke with members of Higher Ed Committee in Washington DC.
- ✓ She attended the Consultation Council in Sacramento and discussed unspent growth funds and non-credit classes.
- ✓ She met with the Strategic Plan Committee with Robert Turnage.
- ✓ She attended Statewide Student Senate Meeting.
- ✓ She attended a Ballot Initiative presentation by Scott Lay.
- ✓ The Women's History Month celebration is scheduled next March 15th in the Honor Grove.

Mrs. MacGregor announced:

- ✓ It is marvelous to have a student representative who does such a great job.
- ✓ As part of the Foundation Subcommittee on Reorganization, she attended a meeting at Long Beach City College (along with Ms. Jenkins) to view their Foundation.
- ✓ She attended the Soweto Gospel Choir performance on March 4th and that it was wonderful.
- ✓ She will be out of town the week of Women's Conference and Classified Development Day and won't be able to coordinate the Board presentation. (Mr. Fortine will take Joan's place and coordinate with Leslie Carr.)
- ✓ She received and appreciated the update on the Legal RFT process. She announced she would like to be on the review panel. With Mr. Fortine, she would like to form a subcommittee to be a part of the process.
- ✓ She met George Pederson and discussed the tour of the Sheriff's facilities he had taken with Dr. Van Hook last November.
- ✓ She attended Buck McKeon's breakfast at Cal Arts.

Mr. Tichenor announced:

- ✓ He attended the Buck McKeon Breakfast at Cal Arts.
- ✓ He met a concurrently enrolled COC student at Valencia High School who plans to graduate as a sophomore.

**Reports by Student
Trustee, Staff Members,
and Board Members
(11.4)
(Continued)**

Mr. Gillis announced:

- ✓ He will be out of town March 22 and unable to attend the Board meeting.

Mr. Fortine announced:

- ✓ He attended the Gamma Beta Phi National Honor Society ceremony.
- ✓ He was invited to attend the first Newhall Land Cup Golf Tournament. (All area high school golf teams participated.) Hart High received the overall trophy. Newhall Land gave \$1000 to each school.
- ✓ He attended the Remo Drum Circle.
- ✓ He had lunch with Hart Board President Paul Strickland. Mr. Strickland is trying to get the word out to Hart students that COC is the place to go.

None.

**Comments by the
Audience for Items Not
on the Agenda
(11.5)**

As indicated in item 5.12, Mr. Tichenor requested an update from the Foundation on the status of implementing the recommendations.

**Requests/Recap of
Requests Made During
the Meeting By Board
Members to have an Item
on a Future Agenda
(11.6)**

President Fortine announced the next meeting will be on Wednesday, March 22, 2006, in S-132, Staff Dining Room in the College of the Canyons Student Center. This will be a Joint Meeting with the William S. Hart Union High School District and will begin at 6:30 p.m. The SCCCD and Hart Board members will meet for dinner at 5:30 p.m.

**Announcement of Next
Meeting
(03/22/06)
(12)**

The meeting was adjourned at 9:00 p.m.

**Adjournment
(12)**

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

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

Entered in the proceedings of the District _____