

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, MARCH 11, 2009
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, March 11, 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. Scott Thomas Wilk (arrived 3:13 pm)
Mr. Nicolas Cardenas, Student Trustee

Members Absent: Mr. Ernest L. Tichenor (unable to attend due to work)

Others Present: Dr. Dianne Van Hook, Chancellor
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: Ms. Claudia Acosta, Department Chair, Modern Languages
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
Members of SYNERGY Faculty Cohort (Spring 2009) and Coordinators
Ms. Tammy Marashlian, The Signal
Ms. Jessica Selva, The Signal

President MacGregor declared a quorum and called the meeting to order at 3:11 pm. She apologized for the late start, but there was an accident in Valencia that caused major traffic delays in getting to campus.

**Quorum Established
(1.1)**

Ms. MacGregor asked Mr. Fortine to lead the flag salute.

**Flag Salute
(1.2)**

The Board moved approval of the agenda with a correction to Item 5.2, Item 10.1 and the additional information presented for Item 7.1.

**Approval of Agenda
(1.3)**

Motion: Fortine Second: Jenkins Record of Board Vote: 3-0
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
(1.4)**

**Board of Trustees Minutes – Business Meeting
March 11, 2009**

2008/09-85

The Board moved approval of the minutes of February 17, 2009 (Mr. Wilk arrived at this point of the meeting).

Motion: Jenkins Second: Cardenas Record of Board Vote: 4-0
Student Trustee: Aye

**Approval of Minutes
(02/17/09 and 02/25/09)
(1.5)**

The Board moved approval of the minutes of February 25, 2009:

Motion: Jenkins Second: Wilk Record of Board Vote: 4-0
Student Trustee: Aye

Dr. Van Hook.

- ✓ Introduced Ms. Claudia Acosta, Department Chair of Modern Languages, who provided, via a short PowerPoint, an overview of this department, its faculty members, degrees offered, and the variety of languages offered to students. On behalf of the Board, Ms MacGregor thanked Ms. Acosta for her presentation and the work she does in this department to the benefit of our students.

**Recognition/Up Close
(1.6)**

The Board moved approval of the Consent Calendar (with the correction to Item 5.2 and the additional information provided for Item 7.1) as follows:

**Consent Calendar
(2)**

- 3.1 Approval of New and Modified Courses and Programs
- 3.2 Approval of Agreement Between the Santa Clarita Community College District and El Proyecto del Barrio, City of Los Angeles OneSource (Specialized Workforce Training)
- 4.1 Approval of Classification of Records (Class 1 and 2 to Class 3) and Destruction of Student Records Per Board Policy 538
- 5.1 Approval of Purchase Order Schedule PO 08/09-8
- 5.2 Approval of Travel Authorizations Schedule T 08/09-15
- 5.3 Approval of Audit Engagement Letter from Vavrinek, Trine, Day & Co., LLP, for Annual College of the Canyons Foundation Audit for the Fiscal Year Ending June 30, 2009
- 5.4 Approval of Audit Engagement Letter from Vavrinek, Trine, Day & Co., LLP, for Agreed Upon Procedures Related to Measure C General Obligation Bonds for the Year Ending June 30, 2009
- 5.5 Approval of Audit Engagement Letter from Vavrinek, Trine, Day & Co., LLP, for Agreed Upon Procedures Related to Measure M General Obligation Bonds for the Year Ending June 30, 2009
- 5.6 Ratification of New Merchant Application with Elavon, Inc., for the Economic and Workforce Development Program Coordination Services Grant
- 6.1 Approval of Release of Retention for the Dr. Dianne G. Van Hook University Center Construction Project (Bickerton Ironworks)
- 6.2 Approval of Addendum #06 to Construction Administration Contract for the Dr. Dianne G. Van Hook University Center (Flewelling & Moody)
- 6.3 Approval of Contract for Repair/Renovation of Campus Facilities, Valencia Campus (Bird Solutions International)
- 6.4 Approval of Contract for Repair/Renovation of Site Lighting, Valencia Campus – FY07/08 Scheduled Maintenance Project (H&S Electric, Inc.)
- 6.5 Approval of Contract for Phase II of the Signage Project for the Dr. Dianne G. Van Hook University Center Construction Project (Biesek Design)
- 6.6 Approval of Agreement with the County of Los Angeles for the Countywide Household Hazardous and Electronic Waste Collection Program Siting Liability
- 6.7 Approval of Notice of Completion for Canyon Country Campus (Padilla Paving Company)
- 7.1 Approval of Personnel Schedule PERS 2008/2009-13
- 7.2 Approval of Classified Administrator Employment Contract for Director, Small Business Development Center (SBDC)

**Board of Trustees Minutes – Business Meeting
March 11, 2009**

2008/09-86

Motion: Wilk Second: Jenkins Record of Board Vote: 4-0
Student Trustee: Aye

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

Mr. Wilk noted he is looking forward to having Mr. Steve Tannehill as the Director of the SBDC, as he will be a good addition to this area.

The Board moved to Ratify the Agreement Between the Santa Clarita Community College District and Regonline (Services Associated with Economic Workforce Development Conference).

**Ratification of Agreement Between the SCCCD and Regonline (Services Associated with Economic Workforce Development Conference)
(3.3)**

Motion: Wilk Second: Fortine Record of Board Vote: 4-0
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
(3.4)**

Motion: Fortine Second: Wilk Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Authorization for Cash Loans – Temporary Loans to the Unrestricted General Fund to Address State Apportionment Deferrals.

**Approval of Authorization for Cash Loans – Temporary Loans to the Unrestricted General Fund to Address State Apportionment Deferrals
(5.7)**

Motion: Jenkins Second: Wilk Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval/Ratification of Budget Transfers.

**Approval/Ratification of Budget Transfers
(5.8)**

Motion: Wilk Second: Jenkins Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Capital Projects Funding Plan.

**Approval of Capital Projects Funding Plan
(5.9)
21.00**

Motion: Wilk Second: Fortine Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Adoption of Resolution No. 2008/09-17: Resolution of the Board of Trustees of the Santa Clarita Community College District Authorizing the Sale of Not to Exceed \$9,000,000 of Certificates of Participation and Authorizing Certain Actions in Connection Therewith.

**Adoption of Resolution No. 2008/09-17 of the Board of Trustees of the SCCCD Authorizing the Sale of Not to Exceed \$9,000,000 of COP and Authorizing Certain Actions in Connection Therewith
(5.10)**

Motion: Jenkins Second: Wilk Record of Board Vote: 4-0
Student Trustee: Aye

**Board of Trustees Minutes – Business Meeting
March 11, 2009**

2008/09-87

The Board was Presented with Fiscal Year 2007-2008 and Fiscal Year 2008-2009 (Mid-Year) California Community Colleges Sound Fiscal Management Self-Assessment Checklist for the Santa Clarita Community College District as information.

Presentation of Fiscal Year 2007-2008 and Fiscal Year 2008-2009 (Mid-Year) California Community Colleges Sound Fiscal Management Self-Assessment Checklist for the SCCC (5.11)

Dr. Van Hook noted she is proud that we take this document so seriously. College districts are only required to answer “yes” or “no” on the form, not required to provide additional comments. However, we add details so the documents can be used widely at COC. It is required to be submitted to the state Chancellor’s Office, but it is not required to be presented to the Board of Trustees as information. COC does so to show fiscal responsibility. The Board noted it is a thorough document, and they are also proud that our District provides such documentation.

The Board received the Financial Report – Month Ending January 31, 2009 as information.

Financial Report – Month Ending January 31, 2009 (5.12)

At this point, Ms. MacGregor noted that Mr. Wilk’s birthday is coming up next week. Everyone sang to him and wished him a happy birthday.

The Board moved Approval of Business Services Policy BP 6450 – Wireless or Cellular Telephone Use, First Reading.

Approval of Business Services Policy BP 6450 – Wireless or Cellular Telephone Use, First Reading (9.1)

Motion: Jenkins Second: Wilk Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Revisions to BP 2735, Board Member Travel, First Reading.

Approval of Revisions to BP 2735, Board Member Travel, First Reading (9.2)

Motion: Wilk Second: Jenkins Record of Board Vote: 3-1
(Fortine – nay)
Student Trustee: Aye

The Board moved approval of Candidates for 2009 Election to California Community College Trustees’ Board of Directors as follows:

Approval of Candidates for 2009 Election to California Community College Trustees’ (CCCT) Board of Directors (10.1)

- ✓ Janet Chanot
- ✓ Marcia Zableckis
- ✓ Manny Ontiveros
- ✓ Jeanette Mann
- ✓ Eva Kinsman
- ✓ Bernard “Bee Jay” Jones

Motion: Jenkins Second: Wilk Record of Board Vote: 4-0
ASG President: Aye

Dr. Van Hook:

Update on Legislation (10.2)

- ✓ Distributed a new “*What They’re Saying...*” (written by Mr. Eric Harnish). She briefly highlighted the key issues included therein, including the recommendations by the LAO for student fee increase, the state budget, and some of the bills being discussed in Sacramento, including one that requires Ethics training for community college trustees. Ms. Jenkins noted this particular topic has been added to the CCCT conference sessions in May for trustees to attend.
- ✓ Noted at the Chamber’s Legislative Affairs Committee meeting, there was information provided on the propositions scheduled for the May 12 ballot. The Board asked for this topic to appear as an agenda item at the Joint meeting with the ASG for further discussion.
- ✓ Attended the northern California CEO conference, which was exceptional.

**Board of Trustees Minutes – Business Meeting
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2008/09-88

Mr. Dermody noted that:

- ✓ The March 12th Senate meeting will be held at the Canyon Country Campus.

**Academic Senate
Report
(11.1)**

Ms. Jenkins announced that:

- ✓ There was an Executive Board meeting held last week. The Foundation plans to consider some policies at their next Board meeting.

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

Dr. Van Hook congratulated Mr. Schrage for the COC Hockey Club's great success at the National Championships in Rochester, NY. Everyone thanked and congratulated him. The team was also honored by the City Council last night.

**Chancellor's Report
(11.4)**

Mr. John Makevich reported that:

- ✓ The Classified Senate is transitioning and trying new things to introduce to the classified staff, including social activities as well as those that provide service to the community.
- ✓ The president of the Classified Senate has been working with organizations to bring new vendors to the next Arts & Crafts Fair.
- ✓ They plan to have a "Trading Post" sometime this spring and have formed a subcommittee so that anyone at the college that has something they want to get rid of could bring it to COC and allow a "trading post" between others on campus.

**Classified Senate
Report
(11.2)**

Dr. Maloney noted that:

- ✓ The Academic Senate will meet at CCC tomorrow.
- ✓ Assemblyman Smyth will visit their campus on Friday.
- ✓ Focus groups on library services will meet next week.
- ✓ There will be a BBQ on April 1 before the Board meeting at CCC.
- ✓ The Applied Technology Building is coming right along and the design committee is excited about this project.

**Chancellor's Report
(11.4) con't**

Mr. Schrage and Dr. Gribbons had nothing to report.

Ms. Coleal noted that:

- ✓ The AT&T Gala Dinner and PAC performance is tonight.
- ✓ She appreciated everyone's help who served on the AT&T committee, including Mr. Fortine, the Foundation staff and those who helped with set-up, especially Mr. Robin Williams.
- ✓ The LA County Supervisor's lunch will be held on Monday to honor Dr. Van Hook, along with 5 other women, as their "Women of the Year."

Ms. Bozman had nothing to report.

Ms. Fiero noted that:

- ✓ The first LEAP meeting for the new group was held on February 27th and they have a great group this time around. She thanked Ms. MacGregor for being there to provide a brief welcome.
- ✓ COC is a finalist in the "Best Employer to work for in the SCV". Employees will be surveyed for the award, and the winner will be announced at a reception to be held on May 13.

Dr. Wilding added that:

- ✓ Thursday night is the Cougar Pride Big Win dinner and raffle.

Dr. Van Hook announced that:

- ✓ Ms. Bozman, Mr. McElwain and Mr. Battle did a wonderful job on the video for the Petersen's at Silver Spur. She appreciated their dedication and hard work.

- ✓ She is participating on a Strategic Planning group for the Child and Family Center. She went briefly to a meeting earlier today, and they plan to develop the Strategic Plan by July via a series of four meetings.
- ✓ We started a new session of LEAP with 38 people.
- ✓ On March 23, we have two students being honored into Phi Theta Kappa. Ms. Miriam Golbert will be escorting one of them to Sacramento for the lunch.
- ✓ The women's golf team was selected as the Commission on Athletics and California Community College Athletic Association Scholar Team Recipient, and will receive their award on April 2 at the statewide COA/CCCAA Convention in Ontario for academic achievement by the team.
- ✓ At the Model UN conference, one of our students was honored with the "Outstanding Delegate in Committee" award.
- ✓ The Speech Team won first place at the League Championship, marking the first time that such a team has earned a school sweepstakes award at a local/regional competition for a college of their size.
- ✓ At the northern California CEO conference in Yosemite, she spent time with Chancellor Scott and talked about some key issues facing community colleges. There was also an interesting discussion amongst the CEOs regarding the accreditation process, and a group of CEOs plan to attend the June accreditation team meeting to raise some issues about this process. She had the joy of honoring Dr. Phil Hartley, who is retiring in July, with speech and "movie" of his time at COC.
- ✓ The fire marshal was at the Canyon Country Campus last week and signed everything off for the Child Development Center. We expected to wait for 6 months, but we were just informed the licensing agent will be visiting tomorrow.

**Chancellor's Report
(11.4) con't**

Mr. Cardenas noted that:

- ✓ ASG had their meeting earlier today, and a large part of it was spent preparing for the Joint meeting with the Board, which they are looking forward to having.

Ms. MacGregor noted the COC Ambassadors did a great job at Silver Spur and they are always a joy to have in attendance.

Mr. Fortine had nothing to report.

Mr. Wilk added that:

- ✓ This year's Silver Spur was a great event, and he praised the PIO staff for the great job they did on the video highlighting the Petersen's.
- ✓ The Omnibus bill was passed and \$223,000 has been earmarked for the University Center. He noted Dr. Gibbons contributed to this effort.

Ms. Jenkins announced that:

- ✓ At the ACES committee meeting, it was noted that the CCCT conference agenda and information is available online. In particular, there are 2 sessions scheduled that are of interest to trustees. One is on ethics, and the other for emergency preparedness, which is a training that needs to be completed by trustees by December 31 2009.
- ✓ Also at ACES, they discussed the return of true "Roundtable sessions" to be implemented at the CCCT conference.

Ms. MacGregor noted that:

- ✓ Silver Spur was a great event and the Petersen's made the best acceptance speech.
- ✓ She enjoyed going to the LEAP session and making a welcome at the meeting.
- ✓ As a reminder, trustees and administrators should turn in their Statement of Economic Interests forms, which are due to Ms. Mayer by March 30th.

**Reports by Student
Trustee, Staff
Members, and Board
Members
(11.5)**

None.

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

Ms. MacGregor requested information on the ability of students to transfer to UC/CSU schools and back to COC again.

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

The Board moved to Closed Session at 4:45 pm in the Conference Room (HSLH-136), where they discussed the following:

**Closed Session
(12)**

- 12.1 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)
- 12.2 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)

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

The Board returned to Open Session at 5:03 pm, and Ms. MacGregor announced no action had been taken in Closed Session.

President MacGregor announced the next meeting will be held on Wednesday, March 25, 2009 and is a Joint meeting with the Associated Student Government. The meeting will begin at 2:30pm in HSLH 137.

**Return to Open
Session/Announcement
of Next Meeting
(03/25/09) and
Adjournment
(13)**

There being no further business, the meeting was adjourned at 5:05 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 _____