

Item 6.1

This time has been set-aside for the public to address the Board of Trustees on items that are NOT ON THE AGENDA, but the Board at this meeting will not act upon those items. **ALL** speakers must submit a "Request to Speak" form prior to this portion of the meeting and will be recognized by the President of the Board. Five minutes will be allotted to each speaker and not more than 20 minutes on any subject.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

JOINT MEETING WITH THE
ASSOCIATED STUDENT GOVERNMENT

BOARD MEETING ROOM – HASLEY HALL (HSLH-137)
College of the Canyons
26455 Rockwell Canyon Road ~ Santa Clarita, California 91355

2:30 p.m.
Wednesday, March 25, 2009

The Joint meeting with the ASG Officers will be held from 2:30 p.m. to 5:00 p.m.
Recognition will begin at approximately 4:00 p.m.
The public is welcome.

1. PRELIMINARY FUNCTIONS

1.1 Call to Order/Establishment of a Quorum

1.2 Flag Salute

1.3 Welcome to Guests/Recognition of Staff Representative(s)

It is the desire of the Board to afford members of the audience an opportunity to speak to any item ON THE AGENDA. Members of the audience may address the Board at this time. When acknowledged by the President of the Board, the speaker should state name, affiliation (if any) and the item on the agenda to be addressed. (Members of the audience may also request to speak to an agenda item being considered by the Board during the course of the meeting through recognition by the President of the Board.)

1.4 Approval of Agenda

ACTION

2. ASG/BOARD OF TRUSTEES JOINT MEETING ITEMS

2.1 Update on the Textbook Rental Program

INFORMATION

2.2 Report Regarding Student Parking on the Valencia Campus of the Santa Clarita Community College District

INFORMATION

2.3 Update on the Completed and Planned Improvements to the Student Center at College of the Canyons (Valencia Campus)

INFORMATION

2.4 Report on the Implementation of Board Policy 3900 – Smoking and Tobacco Use In and On Campus Facilities

INFORMATION

2. **ASG/BOARD OF TRUSTEES JOINT MEETING ITEMS (con't)**
- 2.5 Update on ASG Advocacy Efforts and Discussion/Possible Action Regarding Propositions Appearing on the May 19, 2009 Statewide Special Election Ballot DISCUSSION/ACTION
 - 2.6 Approval of Memorandum of Understanding Between Santa Clarita Community College District and the Associated Student Government (Food Services Commissions Agreement) ACTION
 - 2.7 Approval of Modifications to Board Policy 532 – Student Grievance, First Reading ACTION
 - 2.8 Approval of Board Policy 545 – Multiple Majors, First Reading ACTION
 - 2.9 Approval of Modification to Board Policy 533 – Student Grades or Grading Review, First Reading ACTION
 - 2.10 Approval of Modification to Board Policy 537 – Credit by Examination, First Reading ACTION
 - 2.11 Approval of Business Services Policy BP 6625 – District Fundraising, First Reading ACTION
3. **RECOGNITION (approximately 4:00 p.m.)**
- ✓ Fall and Spring Athletes and Coaches ORAL

BOARD OF TRUSTEES – BUSINESS MEETING ITEMS

4. **CONSENT CALENDAR** **ACTION**
Information concerning the consent items listed below has been forwarded for study to each Board member prior to this meeting. Unless a Board member removes an item from the Consent Calendar, the calendar will be approved at one time by the Board of Trustees. Items removed from the Consent Calendar for individual consideration will be acted upon immediately following approval of the Consent Calendar. A member of the audience may request that the Board provide further information regarding a specific item prior to the approval of the Consent Calendar. The following ACTION/CONSENT items on the adopted Agenda are recommended for approval at this time.
- 4.1 Approval of Travel Authorizations Schedule T 08/09-16
 - 4.2 Approval of Personnel Schedule PERS 2008/2009-14
5. **POLICIES and PROCEDURES** **ACTION**
- 5.1 Approval of Revisions to BP 2735, Board Member Travel, Second Reading
6. **GENERAL** **ORAL**
- 6.1 Comments by Members of the Audience on Any Item
NOT ON THE AGENDA
7. **ANNOUNCEMENT OF NEXT MEETING**
(Wednesday, April 1, 2009 – Business Meeting, 5:00 pm Closed Session, 6:30 pm Open Session. Please note this meeting will be held at the Canyon Country Campus, Room 502.)
AND ADJOURNMENT

If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Chancellor's Office at College of the Canyons at least 24 hours before the scheduled meeting.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 03/25/09

AGENDA

CATEGORY ASG/BOARD OF TRUSTEES JOINT MEETING

ITEM/TITLE Update on the Textbook Rental Program

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

BACKGROUND / ANALYSIS:

At the request of the Associated Student Government, this information item has been prepared to discuss the Textbook Rental Program, or TRiP.

TRiP was created by the District in an effort to provide its economically disadvantaged students an option for textbook affordability through this textbook rental program, and as a result of the Textbook Summit Recommendations published by the California Community Colleges System Office. Eligible students rent the TRiP textbooks at 25% of the retail price of a new book at the COC Bookstore. The District has purchased a total of 109 textbook titles, including BIOSCI-100 General Biology, HLHSCI-100 Health Education, and MATH-103 College Algebra. This funding was generously provided by the Associated Student Government and the COC Foundation. The TRiP program was launched on January 26, 2009, two weeks prior to the first day of instruction for the Spring 2009 semester.

The presentation will provide information including student eligibility, textbook adoption guidelines, statistics, secondary effects, and plans for program expansion in the future. It will conclude with a question and answer session.

FISCAL IMPLICATIONS:

None.

RECOMMENDATIONS:

This is an information item only.

Submitted by:

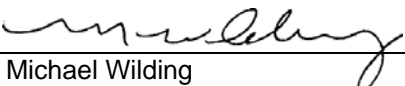
Beth Asmus & Michael Joslin

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook
Chancellor

Recommended by:



Michael Wilding
Asst. Superintendent/VP, Student Services

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 03/25/09

AGENDA

CATEGORY ASG/BOARD OF TRUSTEES JOINT MEETING

ITEM/TITLE Report Regarding Student Parking on the Valencia

Campus of the Santa Clarita Community College District

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

BACKGROUND / ANALYSIS:

At the request of the Associated Student Government, this information item has been prepared to discuss the status of parking at the Valencia Campus of the Santa Clarita Community College District. The report will discuss parking revenue from both the District funds and student fees, as well as how that revenue is typically spent. Additionally, the report will discuss other District resources that are used to support the parking lots, and to promote safety. The report focuses on FY 2007-2008, the last year for which actual budget figures exist.

While the report focuses primarily on the parking program at the Valencia campus, it is important to note that the District has invested heavily in parking at the Canyon Country Campus. The most recent addition is the \$1.1 million dollar student lot 2, which contains 450 spaces.

FISCAL IMPLICATIONS:

None.

RECOMMENDATIONS:

This is an information item.

Submitted by:

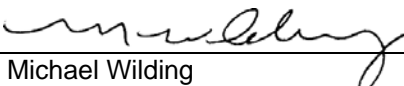
Michael Wilding

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook
Dr. Dianne G. Van Hook
Chancellor

Recommended by:



Michael Wilding
Asst. Superintendent/VP, Student Services

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 03/25/09

AGENDA

CATEGORY ASG/BOARD OF TRUSTEES JOINT MEETING

ITEM/TITLE Update on the Completed and Planned Improvements to
the Student Center at College of the Canyons (Valencia
Campus)

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

BACKGROUND / ANALYSIS:

At the request of the Associated Student Government, this information item has been prepared to discuss the various construction projects within the Student Center on the Valencia Campus. Ranging from extensive (the remodel of the cafeteria), to minor (an extra office in the Transfer Center), these various projects have combined to change the building in significant ways. This update provided at the meeting will review all of the recent changes, and discuss plans for the future.

FISCAL IMPLICATIONS:

None.

RECOMMENDATIONS:

This is an information item

Submitted by:

Michael Wilding

Approval for submission to Board of Trustees:

Dr. Dianne G. Van Hook

Dr. Dianne G. Van Hook
Chancellor

Recommended by:

Michael Wilding

Michael Wilding
Asst. Superintendent/VP, Student Services

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 3/25/09

AGENDA

CATEGORY ASG/BOARD OF TRUSTEES JOINT MEETING

ITEM/TITLE Report on the Implementation of Board Policy 3900 -
Smoking and Tobacco Use In and On Campus Facilities

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

BACKGROUND / ANALYSIS:

At the August 13, 2008 Board meeting, the Board approved modifications to the District policy on smoking and tobacco use. The Board addressed the issue again at its October 22, 2008 meeting during which several students suggested further consideration. With no additional changes suggested by the Board of Trustees, the policy is now ready for implementation.

A review of the many other campuses that are implementing similar policies suggests that enforcement of the policy be preceded by an information campaign, combined with the availability of smoking cessation programs. This item will provide an overview of policy implementation plans as well as the programs that are available at the Student Health and Wellness Center.

FISCAL IMPLICATIONS:

None.

RECOMMENDATIONS:

This is an information item.

Submitted by:

Michael Wilding

Approval for submission to Board of Trustees:

Dr. Dianne G. Van Hook

Dr. Dianne G. Van Hook
Chancellor

Recommended by:

Michael Wilding

Michael Wilding
Asst. Superintendent/VP, Student Services

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 03/25/09

AGENDA

CATEGORY ASG/BOARD OF TRUSTEES JOINT MEETING

ITEM/TITLE Update on ASG Advocacy Efforts and Discussion/Possible Action

Regarding Propositions Appearing on the May 19, 2009 Statewide

Special Election Ballot

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

BACKGROUND / ANALYSIS:

This item will feature the Associated Student Governments recent advocacy efforts. Specifically, they will focus on efforts related to the recent California budget issue, recruiting for the Pasadena Rally, and the modification of their plans following the passage of the state budget. They also plan to discuss the ASG's involvement with the Statewide Student Senate.

Also at this time, the Board of Trustees and the ASG will discuss key components related to the adoption of the California budget, the implementation of which is dependent upon approval by the voters of several changes in the law. To that end, the State legislature has called for a special election on May 19, 2009. Several propositions are presented on this special ballot, and this item will give the ASG and the Board of Trustees the opportunity to discuss the propositions and their overall effect on community colleges.

FISCAL IMPLICATIONS:

None.

RECOMMENDATIONS:

Action by the Board of Trustees, if any, will be determined at the Board meeting.

Submitted by:

Allison Devlin

Director, Student Development &
Campus Activities

Approval for submission to Board of Trustees:

Dr. Dianne G. Van Hook

Dr. Dianne G. Van Hook
Chancellor

Recommended by:

Michael Wilding

Michael Wilding
Asst Superintendent/VP, Student Services

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 03/25/09

AGENDA

CATEGORY ASG/BOARD OF TRUSTEES JOINT MEETING

ITEM/TITLE Approval of Memorandum of Understanding Between	<input type="checkbox"/> ACTION/CONSENT
Santa Clarita Community College District and the	<input checked="" type="checkbox"/> ACTION
Associated Student Government (Food Services	<input type="checkbox"/> INFORMATION
Commissions Agreement)	<input type="checkbox"/> DISCUSSION

BACKGROUND / ANALYSIS:

Since 2001, the District and ASG have had an agreement to provide 25% of its annual commissions from cafeteria and other sales and services received from the District's cafeteria food services contractor back to the Associated Student Government. These funds assist ASG in their responsibilities for coordinating social, cultural, educational and service programs for the campus.

The agreement has expired and a new Memorandum of Understanding (attached) will continue the agreement for a period of five years.

FISCAL IMPLICATIONS:

Annual commission payment to ASG for fiscal year 2008-09 is estimated to be \$5,300 and has been included in the 2008-09 Adopted Budget.

RECOMMENDATIONS:

Move Approval of the Memorandum of Understanding Between Santa Clarita Community College District and the Associated Student Government (Food Services Commissions Agreement).

Submitted by:

Kari Soffa

Approval for submission to Board of Trustees:

Dr. Dianne G. Van Hook

Dr. Dianne G. Van Hook
Chancellor

Recommended by:

Sharlene L. Coleal

Sharlene L. Coleal

**MEMORANDUM OF UNDERSTANDING BETWEEN
SANTA CLARITA COMMUNITY COLLEGE DISTRICT and
ASSOCIATED STUDENT GOVERNMENT**

This Memorandum of Understanding ("MOU") is made by and between the Santa Clarita Community College District ("District"), a community college organized and existing pursuant to the laws of the State of California and a political subdivision of the State of California, and Associated Student Government ("ASG") a student body association approved by the District Board of Trustees per Ed Code 76060. District and ASG may be referred to herein individually as "Party" and, collectively, as "Parties."

RECITALS

- A. WHEREAS, the ASG is the representative voice of the students at COC.
- B. WHEREAS, the District and the ASG desire to enter into this program.

The Parties agree as follows:

1. **Incorporation of Recitals.** The above recitals are incorporated as effective and operative parts of this MOU.
2. **Scope.** Provide funding to ASG to assist the organization in its responsibilities for coordinating student social, cultural, educational and service program and activities for the district.
3. **Term.** This MOU shall commence on July 1, 2008, and terminate on June 30, 2013, with an option to renew for an additional five (5) year period upon mutual consent of District and ASG. Either party may terminate this Agreement by providing thirty (30) days written notice to the other Party. Such termination may be for cause or convenience by either District or ASG.
4. **Commission.** District agrees to pay ASG twenty-five percent (25%) of its commission received from District's cafeteria food services contractor ("Contractor") from cafeteria, catering, and other sales and services. In the event that agreement between the District and Contractor changes or terminates, especially as is related to commissions, the District reserves the option to renegotiate the ASG commission structure.

In Witness Whereof, the Parties have caused this Memorandum of Understanding to be executed on their behalf by their respective duly-authorized representatives.

SANTA CLARITA COMMUNITY COLLEGE DISTRICT

ASSOCIATED STUDENT GOVERNMENT

BY:

BY:

Authorized Representative
Print Name SHARLENE L. COLEAL
Print Title Assistant Superintendent/ V.P. Business Services
Date _____

Authorized Representative
Print Name _____
Print Title _____
Date _____

Board Meeting Date of Approval

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 03/25/09

AGENDA

CATEGORY ASG/BOARD OF TRUSTEES JOINT MEETING

ITEM/TITLE Approval of Modifications to Board Policy 532 –

Student Grievance, First Reading

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

BACKGROUND / ANALYSIS:

Board Policy 532 – Student Grievance was last reviewed by the Board in 1991. The 1991 version of the policy is now out-of-date and not reflective of the policies found at other colleges, or the sample policy as written by the CCLC. The new version, attached to this item, contains several new sections and language reflective of the current organization of the District. Because the proposed policy has significant changes from the old policy, it was not practical to present the changes in a legislative format.

The modified policy has been endorsed by the Academic Senate, the ASG, and the College Policy Council.

FISCAL IMPLICATIONS:

None.

RECOMMENDATIONS:

Move approval of the modifications to Board Policy 532 – Student Grievance, First Reading.

Submitted by:

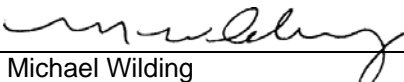
Michael Wilding

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook
Chancellor

Recommended by:



Michael Wilding
Asst. Superintendent/VP, Student Services

**Santa Clarita Community College District
Board Policy 532 – Student Grievance
First Reading**

Introduction:

The purpose of this policy is to provide a prompt and equitable means for resolving student(s) grievances. In the pursuit of academic goals, the student should be free of unfair or improper action by any member of the academic community. The grievance procedure may be initiated by one or more students who reasonably believe he/she/they have been subject to unjust action or denied rights involving their status or privileges as students. It is the responsibility of the student(s) to submit proof of alleged unfair or improper action.

I. Definitions:

1. Grievant – (A) an individual who is enrolled in or registered with an academic program of the College; and/or has completed the immediately preceding term and is eligible for re-enrollment, including the recess periods between academic terms; (B) a person no longer enrolled at the college where there is a grievable issue; (C) an individual who has submitted an application, however is not enrolled or registered with an academic program. Grievances by applicants shall be limited to a complaint regarding denial of admission.
2. Days - shall mean days when the college is in session, excluding Saturdays, Sundays, holidays, spring break, winter break, and summer and winter session days.
3. Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.
4. Grievance Officer – For the purposes of this policy the Dean of Students, or the CSSO shall serve as Grievance Officers.
5. Standard of Evidence - Should a grievance involve a formal hearing the standard of proof in effect will be that of a “preponderance of evidence.” Evidence may be received of the sort upon which responsible persons are accustomed to rely in the conduct of serious affairs, and is not restricted to evidence admissible under the strict rules of evidence of a court of law.
6. Burden of Proof - It is the responsibility of the grievant(s) to submit proof of alleged unfair or improper action.

This Policy Does Not Apply to the Following:

1. Challenge process for prerequisites, co-requisites, advisories and limitations on enrollment.

Draft

2. Grievances pertaining to grades.
3. Alleged violations of sexual harassment, actions dealing with alleged discrimination on the basis of ethnic group identification, religion, age, sex, color, sexual orientation, physical or mental disability.
4. An appeal for residency determination.
5. Eligibility, disqualification or reinstatement of financial aid.
6. Student Discipline
7. Citations (for parking or other infractions)
8. Freedom of the Press
9. Employee Discipline
10. Challenges of established District policies, e.g. Board Rules and Administrative Regulations.
11. Financial claims against the District.

II. Time Limits:

1. The statute of limitations period for requesting a grievance hearing under this policy is one hundred twenty (120) calendar days after the occurrence of the incident giving rise to the grievance; or one hundred twenty (120) calendar days after the student learns, or should have learned, that the student has a basis for filing a grievance.
2. Pursuing an informal remedy for a grievance does not relieve the grievant of the responsibility of requesting a grievance hearing within one hundred twenty (120) calendar days of the incident giving rise to the grievance.
3. Appeal of the time limits, based upon documented extenuating circumstances, as defined in Board Policy, must be made to the Grievance Officer.

III. Informal Resolution

Each grievant shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person(s) with whom the grievant has the grievance, or that person's immediate supervisor if there is no reasonable opportunity to solve the problem with the individual(s) directly involved.

1. Specifically, the grievant(s) may, if appropriate, schedule a meeting with the person with whom the grievant(s) has the grievance, and if necessary, schedule a meeting with the person's immediate supervisor and/or schedule a meeting with the appropriate college administrator.

2. If the matter is not resolved at step "1" above, the grievant will contact the College grievance officer for assistance. The grievant shall provide the grievance officer with a written statement of grievance and may provide any other information and documentation in support of the grievance. The statement of grievance shall specify the time, place, nature of the complaint, and the remedy or corrective action requested. If a grievant believes that a specific District policy has been violated, the grievant should specify the policy or policies alleged to have been violated. The grievance officer shall inform the grievant of their rights and responsibilities under this policy.
3. The grievance officer will provide a copy of the statement of grievance to the respondent within ten (10) days of receipt of the grievance, or as soon thereafter as practicable.
4. The grievance officer shall gather, copy and review pertinent information, records and documentation and communicate with all parties, and attempt to mediate an informal resolution.

IV. Formal Resolution

If there is no informal resolution of the grievance, the grievant has a right to request a grievance hearing. This request must occur no later than one-hundred twenty (120) calendar days after the alleged incident.

A. Meeting of the Grievance Hearing Committee

1. Within fifteen (15) days following receipt of the request for a grievance hearing, or as soon thereafter as practicable, a Grievance Hearing Committee shall meet and decide if a grievance hearing will be held. The committee shall consider whether the grievant has met the following requirements:
 - a. The request contains allegations, which, if true, would constitute a grievance under this policy;
 - b. The grievant is a student, applicant or former student as defined by this policy.
 - c. The grievant has met the requirements of the grievance policy with respect to timeliness
 - d. The grievant has attempted to solve the matter informally;
 - e. The grievant (s) is personally and directly affected by the alleged grievance;
 - f. The remedy requested by the grievant is appropriate for the act that is alleged and is not frivolous; clearly without foundation, or clearly filed for the purposes of harassment.
 - g. The grievant has cooperated in the processing of the grievance.

2. If the above conditions are satisfied, the committee chairperson shall notify the grievance officer in writing, within five (5) days, that a grievance hearing will be held.
3. If the grievance does not meet each of the requirements, the hearing committee chair shall notify the grievant in writing of the rejection of the request for a grievance hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within five (5) days of the date the decision is made by the grievance hearing committee. The grievant may appeal this decision per Appeal , Part 1 of this policy.

B. Content of the Grievance Hearing Committee

1. The grievance hearing committee shall be made up of five members of the campus community. Two members shall be faculty members appointed by the Academic Senate President. Two members shall be students appointed by the Associated Student Government President. One member shall be a classified staff member appointed by the President of the Classified Senate. One of the Faculty members shall serve as chair. Alternates will be appointed as necessary. Three members of the above committee shall constitute a quorum. All members are entitled to vote on matters related to the grievance.
2. No person shall serve as a member of the hearing committee if that person has been personally involved in any matter giving rise to the grievance, has made any public statement on the matters at issue, or could otherwise not act in a fair manner. The grievant (s) or respondent(s) may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge, in writing, to the CEO who shall determine whether cause for disqualification has been shown. If the CEO feels that sufficient grounds for removal of a member of the grievance committee has been presented, the CEO shall remove the challenged member or members and ask that the appropriate person name a replacement.

C. Formal Hearing Procedure

1. The grievance officer will ensure that relevant information and documentation is made available at the hearing. Information requested will be provided in such a way that it does not violate the privacy rights of others.
2. The decision of the grievance hearing committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.
3. The grievant may obtain the assistance of a person of his or her choice (at his or her own expense), except the grievant may not be represented by legal counsel.
4. The Respondent may represent himself or herself; or the Respondent may obtain the assistance of a person of his or her choice, except the Respondent may not be represented by legal counsel.
5. Each party to the grievance may call witnesses and introduce oral and written testimony relevant to the issues of the matter.

6. Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.
7. Unless the grievance hearing committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.
8. Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than 10 days prior to the date of the hearing.
9. In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.
10. The hearing shall be recorded by the grievance officer either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the grievance hearing committee chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.
11. When the presentation of evidence is concluded, the hearing committee's deliberations shall be confidential and closed to all parties. The hearing committee's deliberations shall not be tape-recorded. Only those committee members present throughout the hearing may vote on the recommendations of the grievance hearing committee.

D. Findings of the Grievance Hearing Committee

1. Within twenty (20) days following the close of the hearing, the grievance hearing committee shall prepare and send a written decision to the grievant(s), respondent, and grievance officer.
2. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above.
3. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any.
4. The decision shall be based only on the record of the hearing, and not on matters outside of that record.
5. The record will consist of the original grievance, any written response, and the oral and written evidence produced at the hearing.

V. Appeal

Part 1.

1. Any appeal relating to a grievance hearing committee decision that the statement of grievance does not present a grievance as defined in these procedures shall be made in writing to the CEO within ten (10) days of that decision.
2. The CEO shall review the statement of grievance and request for grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The CEO's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

Part 2.

1. Any appeal related to the findings of the grievance hearing committee following a formal hearing shall be made, in writing, to the CEO within ten (10) days of that decision.
2. The CEO shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the CEO shall make a written recommendation regarding the outcome of the appeal.
3. The CEO may decide to sustain, reverse or modify the decision of the grievance hearing committee. The CEO's decision shall include a statement of reasons for the decision. The CEO's decision shall be final.
4. The decision on appeal shall be reached within five days after receipt of the appeal documents. Copies of the CEO's appeal decision shall be sent to the grievant, respondent, and the grievance hearing committee.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 03/25/09

AGENDA

CATEGORY ASG/BOARD OF TRUSTEES JOINT MEETING

ITEM/TITLE Approval of Board Policy 545 – Multiple Majors,

First Reading

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

BACKGROUND / ANALYSIS:

Proposed Board Policy 545 – Multiple Majors is a newly developed policy that will enable our students to work on two majors at the same time. The policy calls for a common general education pattern with at least 18 discrete units in each major.

The modified policy has been endorsed by the Academic Senate, the ASG, and the College Policy Council.

FISCAL IMPLICATIONS:

None.

RECOMMENDATIONS:

Move approval of Board Policy 545 – Multiple Majors, First Reading.

Submitted by:

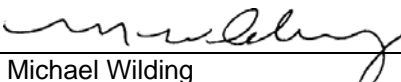
Michael Wilding

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook
Chancellor

Recommended by:



Michael Wilding
Assistant Superintendent/VP, Student Services

**Santa Clarita Community College District
Board Policy 545 – Multiple Majors
First Reading**

545.1 Definition:

Multiple majors are acceptable and occur when a student works simultaneously toward the completion of more than one major field of study. The Liberal Arts and Sciences majors (as well as the former Transfer Studies and General Arts and Sciences majors) cannot be included as part of the multiple major.

545.2 Major Requirements:

Completion of the major field of study does not change if a student has declared multiple majors. Students must complete a minimum of 18 unduplicated semester units in each additional major.

545.3 Degree Requirements:

An Associate in Science or Associate in Arts degree with a multiple major can be earned by completion of all general education requirements plus the courses required for the majors as outlined in the College catalog under Associate Degree Programs.

545.4 Diploma:

For those students electing to graduate with multiple majors, a single diploma is issued with both majors listed. For those students electing to graduate with multiple majors of which one major is in the Associate in Arts degree program and one major is in the Associate in Science degree program, two diplomas will be issued.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 03/25/09

AGENDA

CATEGORY ASG/BOARD OF TRUSTEES JOINT MEETING

ITEM/TITLE Approval of Modification to Board Policy 533 – Student

Grades or Grading Review, First Reading

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

BACKGROUND / ANALYSIS:

Board Policy 533 – Student Grades or Grading Review was adopted by the Board in 2002. It has proven to be a very useful policy for both students and faculty. The modification being proposed via this agenda item reflects changes to Title 5 related to the definition of the term “mistake.” The proposal suggests use of the new definition. No other changes are proposed.

The modification to Policy 533 has been endorsed by the Academic Senate, the ASG, and the College Policy Council.

FISCAL IMPLICATIONS:

None.

RECOMMENDATIONS:

Move approval of the modifications to Board Policy 533 – Student Grades or Grading Review, First Reading.

Submitted by:

Michael Wilding

Approval for submission to Board of Trustees:

Dr. Dianne G. Van Hook

Dr. Dianne G. Van Hook
Chancellor

Recommended by:

Michael Wilding

Michael Wilding
Asst. Superintendent/VP, Student Services

Santa Clarita Community College District Board Policy 533 – Student Grades or Grading Review First Reading

533.1 Introduction

California Education Code Section 76224, quoted below, states the conditions upon which grades or grading may be questioned.

“When grades are given for any courses of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student’s grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final.”

Students may ask that final course grades be reviewed under the guidelines stated in this policy.

533.2 Conditions under which final grades may be reviewed

- A. The course grade to be reviewed must be an evaluative grade as defined in Santa Clarita Community College District Policy 508.
- B. Final grade review must be requested by the student in writing, using the appropriate College form, within 180 calendar days from the posting of the final grade.
 1. Students may petition to the Chief Student Services Officer for an extension of this time limit. Petitions must be based on upon extenuating circumstances as denied in Education Code.
- C. Grades may only be reviewed within the following context:
 1. ~~Mistake - defined for the purpose of this policy as an error in calculation or an error in marking the roll book relevant to grades, or attendance~~ **as, but not limited to, clerical errors and errors made by an instructor in calculating a student’s grade.** Additionally, mistakes may occur when physically assigning grades or when grades are scanned into the computer system.
 2. Bad Faith - defined for the purpose of this policy as disregarding or changing the basis of assigning grades after publication in the course syllabus or using a system of grading other than that found in the syllabus without prior notification to the students.
 3. Fraud - for the purpose of this policy may exist when a grade is based upon some sort of dishonest activity, for example, selling grades or asking students to perform non-relevant activity in exchange for grades.
 4. Incompetency - defined for the purpose of this policy as, but not limited to, an instructor who is not able to judge a student's performance in the class. A student may claim incompetency when he or she feels the instructor has an impaired ability (due to accident or illness) to adequately judge the student's performance.
- D. Students possess evidence that the final grade was determined based upon one of the criteria in 533.2.C above.

533.3 Review Procedure

533.3.A Step I

A student who believes the final grade received was due to mistake, fraud, bad faith, or incompetency shall meet with the faculty member in an attempt to resolve his/her concern.

533.3.B Step II Hearing

In the event Step I fails to resolve the concern, the student shall meet with the faculty member, the appropriate division dean, and/or the department chair (as determined by the division dean).

1. During this meeting the student must produce a preponderance of evidence that the final grade was determined based upon one of the criteria in 533.2 above.
2. Student may be accompanied by representation at the student's expense.
3. The division dean shall produce a written decision on the matter within fourteen (14) calendar days. Copies of the decision will be forwarded to the student and the faculty member in question.

533.3.C Step III Appeal

In the event Step II fails to resolve the concern, the matter may be appealed to the Grade Review Committee (GRC).

1. The GRC shall be comprised of the following:
 - a. The chief student services officer, or designee, who shall serve as chair,
 - b. The chief instructional officer or designee,
 - c. The Associated Student Government President or designee,
 - d. Two faculty members (not associated with the matter) appointed by the Academic Senate President.
2. The GRC may do the following:
 - a. Hear testimony relevant to the matter,
 - b. Review the findings of the division dean,
 - c. Review course work and other relevant materials, and
 - d. Conduct its own review.
3. The GRC will render a written opinion on the matter within fourteen (14) calendar days of concluding its process. Copies of the opinion will be forwarded to the student and the faculty member in question.
4. The decision of the GRC to not change the grade will be final.
5. In the event the GRC recommends a change of grade, and the faculty member disagrees, the decision will be forwarded to the Board of Trustees for reviews and disposition.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 03/25/09

AGENDA

CATEGORY ASG/BOARD OF TRUSTEES JOINT MEETING

ITEM/TITLE Approval of Modification to Board Policy 537 – Credit by

Examination, First Reading

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

BACKGROUND / ANALYSIS:

Board Policy 537 – Credit by Examination was last updated in 2006. The modification being proposed via this agenda item reflects changes to Title 5 related to the definition of the term “credit, no-credit.” The proposal suggests use of the new term “pass, no-pass.” No other changes are proposed.

The modification to Policy 537 has been endorsed by the Academic Senate, the ASG, and the College Policy Council.

FISCAL IMPLICATIONS:

None.

RECOMMENDATIONS:

Move approval of the modifications to Board Policy 537 – Credit by Examination, First Reading.

Submitted by:

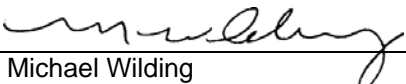
Michael Wilding

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook
Chancellor

Recommended by:



Michael Wilding
Asst. Superintendent/VP, Student Services

**Santa Clarita Community College District
Board Policy 537 – Credit by Examination
First Reading**

537. CREDIT BY EXAMINATION

537.1 - Credit by Examination may be granted for proficiency previously accomplished by other than an accredited institution; for study; travel; or other experiences in College of the Canyons approved courses. Credit attempted by this method shall be so marked on the student's permanent record on an A-F grading system. Units and grade points earned shall be counted toward the Associate degree.

537.2 - Units earned by Credit by Examination are not considered as part of the student's official program and will not be used for reports to insurance companies or other similar agencies.

537.3 - Students must obtain permission from the lead instructor of the department from which the course is offered (or division dean if there is no lead instructor) and obtain approval from a counselor. Lead instructors (or division deans) will forward the results of the examination to the Admissions and Records Office for processing and recording.

537.4 - Requirements for Credit by Examination:

- a. Students wishing to receive credit by examination must be a student in good academic standing at College of the Canyons and be currently enrolled in a minimum of six units.
- b. Petitions for credit by examination in approved courses must be submitted by the eighth week of the semester. Grades for courses taken through credit by examination are due in the Admissions and Records Office by the last day of finals for the semester or term.
- c. Courses taken through credit by examination are subject to A – F grading. Incompletes, withdrawals, or ~~no-credit~~ **pass/no-pass** grades are not allowed.
- d. Unit credit may not be granted after credit has been earned for a more advanced College of the Canyons course. Additionally, unit credit may not be granted for pre-requisites once the more advanced course has been completed.
- e. A second examination may not be attempted for the same course, but the course may be taken for credit following regular enrollment requirements.
- f. The student must be eligible to take the particular course for credit in terms of any prerequisites and other enrollment requirements.
- g. A maximum of 18 units may be taken through credit by examination.
- h. Students will be charged the current enrollment fee at the time of exam plus an additional \$9.00 per unit to cover the cost of creating and administering the examination by faculty. Students will be charged these fees prior to the time the examination is attempted.
- i. Credit by exam fees must be paid prior to taking the exam. Fees are non-refundable.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 03/25/09

AGENDA

CATEGORY ASG/BOARD OF TRUSTEES JOINT MEETING

ITEM/TITLE Approval of Business Services Policy BP 6625 – District	<input type="checkbox"/> ACTION/CONSENT
Fundraising, First Reading	<input checked="" type="checkbox"/> ACTION
	<input type="checkbox"/> INFORMATION
	<input type="checkbox"/> DISCUSSION

BACKGROUND / ANALYSIS:

At the May 14, 2008 Board of Trustees meeting, the Board approved the second reading of the District's Policy and Procedure for District Fundraising, BP and AP 6625. That policy established that **all** fundraising activities of any type should be coordinated through the College of the Canyons Foundation. The changes being proposed for approval indicate that policy and procedure will now only require the College of the Canyons Foundation to approve fundraising activities that involve outside businesses, organizations, or individuals. The proposed policy is attached for review.

FISCAL IMPLICATIONS:

N/A.

RECOMMENDATIONS:

Move Approval of Business Services Policy BP 6625 – District Fundraising, First Reading.

Submitted by:

Cindy Grandgeorge

Approval for submission to Board of Trustees:

Dr. Dianne G. Van Hook

Dr. Dianne G. Van Hook
Chancellor

Recommended by:

Sharlene L. Coleal

Sharlene L. Coleal

BP 6625 District Fundraising

All fundraising activities of any type at College of the Canyons shall be coordinated through the College of the Canyons' Foundation as designated by the CEO.

Internal Fundraising

Internal fundraising shall be defined as fundraising activities that focus on the District's students or staff and do not involve any solicitation to or involvement from an outside business, organization, or individual.

1. Internal fundraising activities sponsored by the Associated Student Government or by other student groups/clubs must obtain prior approval of the Assistant Superintendent/Vice President, Student Services.
2. Internal fundraising activities sponsored by any other department or organization on campus must obtain prior approval of their respective Executive Cabinet member.
3. If food is involved, the event must be coordinated through Student Development.

External Fundraising

External fundraising shall be defined as fundraising activities that involve an outside business, organization, or individual.

1. Solicitation of gifts, funds, or property from outside businesses, organizations, or individuals] shall not be made by anyone in the name of or for any benefit for College of the Canyons the District without prior communication with and approval of the Chief Executive Officer or designee of the COC Foundation. The purposes of coordinating all external fundraising activities through the COC Foundation include:

- To avoid conflict and duplication of efforts in the fundraising programs;
- To maximize the contributions from each donor;
- To provide continuity for understanding of and support for funding needs throughout the District;
- To ensure that all gifts are properly acknowledged; and
- To ensure that accurate records of all gifts are maintained.

- ~~1. 2. In the case of fundraising activities sponsored by the Associated Student Government or by other student groups prior approval of the Assistant Superintendent/Vice President, Student Services is required as well as notification to the Foundation.~~ External fundraising activities sponsored by the Associated Student Government or by other student groups/clubs must obtain prior approval of the Assistant Superintendent/Vice President, Student Services, as well as the COC Foundation as defined in 1 above.
- ~~2. 3. External fundraising activities sponsored by any other department or organization on campus must obtain prior approval of their respective Executive Cabinet member, as well as the COC Foundation as defined in 1 above.~~

- ~~4. Approval by the Chief Operating Officer or designee as well as notification to of the COC Foundation is required for all fundraising activities that involve outside businesses or other organizations.~~

All funds raised through internal and external fundraising activities should be deposited into either a Club Account through Associated Student Government or an account at the COC Foundation.

See Administrative Procedure AP 6625.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 03/25/09

AGENDA

CATEGORY BUSINESS SERVICES

ITEM/TITLE Approval of Travel Authorizations Schedule T 08/09-16

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

BACKGROUND / ANALYSIS:

The Travel Authorizations Schedule is presented for approval. Activities include attendance at conferences or conventions, as indicated, and other professional business activities related to District matters. Proposed expenditures are consistent with Board Policy.

A copy of the schedule is available from the Business Services Department, upon request.

FISCAL IMPLICATIONS:

Travel expenditure requests for fiscal year 2008-09 totaling \$20,715.71 are included in the 2008-09 Adopted Budget.

RECOMMENDATIONS:

Move Approval of Travel Authorizations Schedule T 08/09-16.

Submitted by:

Kari Soffa

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook
Chancellor

Recommended by:



Sharlene L. Coleal

**TRAVEL AUTHORIZATION SCHEDULE
BOARD OF TRUSTEES MEETING
March 25, 2009**

Under Separate Cover Item 4.1 March 25, 2009
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	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
RATIFIED TRAVEL								
1	Advance Production Work for Presentation of Rappachini's Daughter at PAC 02/12-02/22/09 Champaign, IL Daniel Catan							
	-	443.40	-	-	-	\$443.40	IS	NEA OPERA GRANT
2	Annual Joint Service Academia Conference 02/27/09 Pasadena, CA Diane Morey							
	No Cost to District							NO COST TO DISTRICT
3	Southern California Budget Rally 02/27/09 Pasadena, CA Sue Bozman							
	No Cost to District							NO COST TO DISTRICT
4	Phi Theta Kappa Honors Society Regional Conference 03/05-03/08/09 San Jose, CA Miriam Golbert							
	No Cost to District							NO COST TO DISTRICT
5	Advisory Board Meeting & Conference - Valley Presbyterian Hospital 03/06/09 Van Nuys, CA Sue Albert Pamela Borrelli Diane Morey							
	No Cost to District							NO COST TO DISTRICT
	No Cost to District							NO COST TO DISTRICT
	No Cost to District							NO COST TO DISTRICT
6	California Mathematics Council Community Colleges - South 03/07/09 Orange, CA Colette Gibson							
	90.00	73.70	-	-	-	\$163.70	IS	BASIC SKILLS
7	Career Pathways Leadership Certification Workshop & CCCAOE Spring 2009 Conference 03/10-03/13/09 San Francisco, CA Kevin Kistler							
	570.00	344.32	688.38	165.00	10.00	\$1,777.70	IS	VTEA
8	EMS Task Force 03/10/09 Los Angeles, CA Patti Haley							
	No Cost to District							NO COST TO DISTRICT
9	Western State Conference Meeting 03/11/09 Ventura, CA Renard Thomas							
	No Cost to District							NO COST TO DISTRICT
10	CCCC Conference 03/11-03/14/09 San Francisco, CA Denee Pescarmona							
	140.00	246.71	762.83	-	-	\$1,149.54	IS	BASIC SKILLS
11	WSC Conference Meeting 03/12/09 Moorpark, CA Michael Sanders							
	No Cost to District							NO COST TO DISTRICT

**TRAVEL AUTHORIZATION SCHEDULE
BOARD OF TRUSTEES MEETING
March 25, 2009**

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
12 RP Group Researcher & SLO Coordinator Regional Workshop 03/13/09 Walnut, CA Daylene Meuschke	-	62.70	-	15.00	-	\$77.70	IR	
13 Innovations 2009 03/15-03/18/09 Reno, NV Denee Pescarmona	675.00	194.40	218.00	-	-	\$1,087.40	IS	BASIC SKILLS
14 Critical Care Nursing 2009 Symposium 03/19/09 Granada Hills, CA Pameia Borrelli	No Cost to District							NO COST TO DISTRICT
15 Phi Theta Kappa All California Team Awards Luncheon 03/23/09 Sacramento, CA Miriam Golbert	No Cost to District							NO COST TO DISTRICT
APPROVED TRAVEL								
16 EEO Diversity & Availability Data Joint Advisory Committee & Title 5 EEO Committee Meetings 03/25/09 Sacramento, CA Donna Voogt	-	223.10	-	-	50.00	\$273.10	PS	
17 EMT Skills Committee 03/26/09 Palm Springs, CA Patti Haley	No Cost to District							NO COST TO DISTRICT
18 CCCAA/3C4A Spring Conference 03/31/09 Ontario, CA Michael Sanders	100.00	77.00	-	-	-	\$177.00	SS	
19 COA/CCAA Annual Convention - Eligibility Workshop 04/01/09 Ontario, CA Renard Thomas	100.00	76.46	-	15.00	-	\$191.46	SS	
20 EOPS/CARE Technical Assistance Training / EOPSA Board Meeting 04/01-04/02/09 Sacramento, CA Pamela Brogdon-Wynne	-	154.20	232.00	-	-	\$386.20	SS	EOPS
21 Southern California Community College Purchasing Association 04/03/09 Costa Mesa, CA Shari Bricker	-	93.50	-	15.00	-	\$108.50	BS	
22 California Council on Gerontology & Geriatrics 2009 Annual Conference 04/03/09 Northridge, CA Patty Robinson	No Cost to District							NO COST TO DISTRICT

**TRAVEL AUTHORIZATION SCHEDULE
BOARD OF TRUSTEES MEETING
March 25, 2009**

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
23 EMS Task Force 04/07/09 Los Angeles, CA Patti Haley		No Cost to District						<i>NO COST TO DISTRICT</i>
24 Phi Theta Kappa Honors Society International Convention 04/15-04/19/09 Dallas, TX Miriam Golbert	-	119.00	913.92	55.00	-	\$1,087.92	IS	
* Additional travel expenses will be paid by ASG club account								
25 Association of College for Tutoring and Learning Assistance (ACTLA) 04/17-04/18/09 San Diego, CA Mojdeh Mahn	250.00	168.30	120.00	30.00	-	\$568.30	IS	
26 National Association of Broadcasters 04/19-04/20/09 Las Vegas, NV Jon Amador	-	237.50	160.00	85.00	150.00	\$632.50	IS	
Dave Brill	-	232.00	-	85.00	150.00	\$467.00	IS	
27 National Association of Broadcasters 04/19-04/22/09 Las Vegas, NV Ronald Entrekin	544.00	284.20	480.00	150.00	150.00	\$1,608.20	IS	
28 International Conference on Business Incubator 04/19-04/22/09 Kansas City, MO Douglas Howe	495.00	379.33	500.00	45.00	-	\$1,419.33	IS	<i>IDRC INCUBATOR GRANT #2</i>
29 MAC & SACSS Meeting 04/20-04/21/09 Sacramento, CA Chelley Maple	-	-	95.58	110.00	135.00	\$340.58	SS	<i>MATRICULATION</i>
30 EMT Skills Committee 04/23/09 Palm Springs, CA Patti Haley		No Cost to District						<i>NO COST TO DISTRICT</i>
31 Non-credit Regional Meeting 04/23-04/24/09 San Diego, CA Jasmine Ruys	-	162.75	-	100.00	-	\$262.75	SS	
32 Field Studies Geology 105 - Geology of California 04/24-04/25/09 San Bernardino, CA Vincent Devlahovich	-	132.00	-	49.00	-	\$181.00	IS	
33 Alpha Gamma Sigma Regional Convention 04/24-04/26/09 Ontario, CA Irene Bradbury-Boden	-	76.46	-	0.00	-	\$76.46	IS	
* Additional travel will be paid by ASG club account								

**TRAVEL AUTHORIZATION SCHEDULE
BOARD OF TRUSTEES MEETING
March 25, 2009**

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
34 Field Studies - BioSci 106: Organismal & Environmental Biology 05/01-05/03/09 San Bernardino, CA Jeannie Chari	-	132.00	-	125.00	-	\$257.00	IS	
35 CACCRAO 2009 Annual Conference - "Riding the Waves of Change" 05/03-05/06/09 San Diego, CA Jasmine Ruys	195.00	165.84	500.00	160.00	-	\$1,020.84	SS	
Ryan Theule	195.00	165.84	500.00	160.00	-	\$1,020.84	SS	
36 Ensuring Transfer Success 2009 Conference 05/04/09 Pasadena, CA Myriam Altounji	85.00	21.34	-	10.00	-	\$116.34	SS	NON-CREDIT MATRICULATION
Cathe Bodie	85.00	38.50	-	0.00	-	\$123.50	SS	EOPS
Joan Jacobson	85.00	0.00	-	0.00	-	\$85.00	SS	
Stephanie Lee	85.00	48.50	-	0.00	-	\$133.50	SS	DISABLED STUDENTS PROGRAMS
37 Ensuring Transfer Success 2009 Conference 05/05/09 Anaheim, CA Susan Ling	85.00	78.20	-	-	-	\$163.20	SS	DISABLED STUDENTS PROGRAMS
38 EMS Task Force 05/05/09 Los Angeles, CA Patti Haley	No Cost to District							NO COST TO DISTRICT
39 Geography Lab Field Study 05/08-05/10/09 Mammoth Lakes, CA & Easter Sierra Region Kathy Duret	-	303.00	270.00	165.00	-	\$738.00	IS	
40 Channel Islands Marine Floating Lab - Marine Biology 05/15/09 Oxnard, CA Amy Foote	550.00	-	-	-	-	\$550.00	IS	
41 Field Studies - BioSci 106: Organismal & Environmental Biology 05/15-05/17/09 San Bernardino, CA Jeannie Chari	-	132.00	-	125.00	-	\$257.00	IS	
42 EMT Skills Committee 05/28/09 Palm Springs, CA Patti Haley	No Cost to District							NO COST TO DISTRICT
43 Field Studies - BioSci 106: Organismal & Environmental Biology 05/29-05/31/09 San Bernardino, CA Jeannie Chari	-	132.00	-	125.00	-	\$257.00	IS	
44 EMS Task Force 06/02/09 Los Angeles, CA Patti Haley	No Cost to District							NO COST TO DISTRICT

TRAVEL AUTHORIZATION SCHEDULE
BOARD OF TRUSTEES MEETING
March 25, 2009

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
FISCAL YEAR 09/10								
45	2009 WAVES Conference 07/19-07/23/09 Oklahoma City, OK Renard Thomas							
	200.00	623.27	850.00	235.00	-	\$1,908.27	SS	
FIELD TRIPS								
46	Jour 205-220: Journalism - Journalism Association of Community College 03/26-03/28/09 James Ruebsamen**+							
47	BioSci 100: General Biology - Aquarium of the Pacific 04/04/09 Sally Smith**+							
48	Geo 105: Geology of California - Camp Tahquitz 04/24-04/25/09 Vincent Devlahovich**+							
49	BioSci 106: Organismal & Environmental Biology - Camp Tahquitz 05/01-05/03/09 Jeannie Chari**+							
50	Geo 101L: Physical Geography Lab - Field Studies Mammoth Lakes 05/08-05/10/09 Kathy Duret**+							
51	BioSci 106: Organismal & Environmental Biology - Camp Tahquitz 05/15-05/17/09 Jeannie Chari**+							
52	BioSci 106: Organismal & Environmental Biology - Camp Tahquitz 05/29-05/31/09 Jeannie Chari**+							
MILEAGE								
53	Anthony Michaelides**+ 01/08-01/22/09							
	-	10.45	-	-	-	\$10.45	SS	
54	Donna Plummer**+ 01/26-01/29,02/2- 2/25/09							
	-	388.85	-	-	-	\$388.85	IS	SBDC GRANT (COC MATCH) #2
55	Gil Murphy**+ 1/26, 2/02-02/23/09							
	-	225.50	-	-	-	\$225.50	IS	SBDC GRANT (COC MATCH) #2
56	Ben Tenn**+ 1/27-1/29, 2/3-2/25/9							
	-	102.30	-	-	-	\$102.30	IS	SBDC GRANT (COC MATCH) #2
57	Tora Brown**+ 1/28-1/29,2/2-2/23/9							
	-	228.03	-	-	-	\$228.03	IS	SBDC TRANSPORTATION GRANT #1
58	Jasmine Foster**+ 02/02-02/11/09							
	-	74.80	-	-	-	\$74.80	P	

**TRAVEL AUTHORIZATION SCHEDULE
BOARD OF TRUSTEES MEETING
March 25, 2009**

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
59 Keith Rypka*** 02/02-02/27/09	-	50.05	-	-	-	\$50.05	IS	CACT
60 Anthony Michaelides*** 02/03-02/26/09	-	25.85	-	-	-	\$25.85	SS	
61 Tracy Hurley*** 2/3-2/11,3/18-3/23/9	-	31.35	-	-	-	\$31.35	IS	CACT
62 Kristin Houser*** 02/03-02/23/09	-	192.70	-	-	-	\$192.70	IS	
63 Tora Brown*** 02/17-02/24/09	-	42.64	-	-	-	\$42.64	IS	SBDC GRANT (COC MATCH) #2
64 Be Phan*** 2/18-2/25, 03/02/09	-	53.35	-	-	-	\$53.35	CCC	
65 Denee Pescarmona*** 02/20/09	-	52.65	-	-	-	\$52.65	IS	BASIC SKILLS
66 Kathy Kubo*** 02/20/09	-	52.65	-	-	-	\$52.65	IS	BASIC SKILLS
67 Britt Anderson*** 02/24-02/25/09	-	31.46	-	-	-	\$31.46	IS	
68 Karen Stanton*** 02/26/09	-	42.85	-	-	-	\$42.85	IS	CISCO GRANT
69 Marsha Buterbaugh*** 02/27/09	-	93.50	-	-	-	\$93.50	IS	NSF GRANT CARRY FORWARD
70 Jennifer Moy*** 02/27/09	-	94.81	-	-	-	\$94.81	IS	NSF GRANT CARRY FORWARD
71 Vincent Devlahovich*** 02/27/09	-	165.00	-	-	-	\$165.00	IS	
72 Wendy Trujillo*** 02/27/09	-	19.81	-	-	-	\$19.81	P	
73 Stan Wright*** 02/27/09	-	163.90	-	-	-	\$163.90	IS	
GRAND TOTAL						\$20,715.71		

Administrative Oversight Codes	
* District Vehicle	P - President (1000)
** Private Vehicle	IS - Instructional Services (2000)
+ Ratification	SS - Student Services (3000)
# Substitute Required	BS - Business Services (4000)
	PP - Plant & Property (5000)
	PS - Personnel Services (6000)
	AD - Administrative Services (7000)
	IR - Institutional Research (8000)
	CCC - Canyon Country Campus (9000)

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS

Board of Trustees Meeting 03/25/09

AGENDA

CATEGORY HUMAN RESOURCES

ITEM/TITLE Approval of Personnel Schedule PERS 2008/2009-14

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

BACKGROUND / ANALYSIS:

Please see the attached.

FISCAL IMPLICATIONS:

N/A

RECOMMENDATIONS:

Move approval of Personnel Schedule PERS 2008/2009-14.

Submitted by:

Diane M. Fiero

Approval for submission to Board of Trustees:

Dr. Dianne G. Van Hook

Dr. Dianne G. Van Hook
Chancellor

Recommended by:

Diane M. Fiero

Diane Fiero
Asst. Supt/VP, Human Resources

A. ACADEMIC PERSONNEL

1. End of Service

No business.

2. Employment – Regular

No business.

3. Employment, Temporary Hourly as Needed

These instructors are being hired for the Spring 2009 semester. Other individuals have been approved for this semester on prior agendas while other adjunct faculty will be presented as the need arises.

Adjunct Instructors: Spring 2009 (2/09/09 – 6/04/09)

Last Name	First Name	Position Title
Bejko	Eneida	General Studies – TLC Lab

** Denotes new instructors hired under equivalency*

Additional names of adjuncts and noncredit instructors may be presented to the Board.

4. Authorization to Employ – Full-Time

No business.

5. Authorization to Employ – Other

No business.

6. Other

a. Approval of Independent Contractor Payment for Services Rendered:

No business.

b. Approval of Contracts:

No business.

c. Approval of Guest Lecturers:

No business.

- d. Approval for Payment of Supplementary Services in Addition to Regular Services for Part-time Faculty:

No business.

- e. Other:

No business.

B. CLASSIFIED PERSONNEL

Administrative
Responsibility

1. End of Service

No business.

2. Employment – Regular

Custodian II (47.5%), salary and start date pending. This position was originally approved as Custodian /Groundskeeper (Canyon Country Campus) (47.5%) (Position #653000-CD22) PP

3. Employment – Adult Hourly

The following employees will not be allowed to **meet or exceed** 1000 hours and/or 180 days per academic year.

a. Substitute.

No business.

b. Temporary.

From time to time the District experiences a need to employ substitute and short-term/adult hourly employees. These individuals are employed and paid for less than 75 percent of a college year and are not part of the classified service. These individuals should be distinguished from students employed part-time, in any college work-study program, or in a work experience education program.

At College of the Canyons an adult hourly or substitute employee is asked to perform a service for the District that is related to one or more of the following conditions:

- replacement for an employee on leave (substitute);
- working during a period of high student demand;
- working on a special project of a short-term nature;
- is in a position that enhances services to students;
- is doing academic tutoring associated with the academic cycle; and
- is in a seasonal position (for example a part-time coach).

Before employing an adult hourly employee, the Board must specify the service required to be performed by the employee and shall indicate the ending date of the service. While the law allows for 195 days (75% of the school year) of service, the Santa Clarita Community College District has imposed a limit, with few exceptions, of 180 days per year.

Adult Hourly V - \$10.50 per hour

Provides general assistance in an office, department or classroom. Has basic and practical knowledge, skills, training and/or experience. May require use of computer programs and/or software. Supervisor will provide minimal training. Performs manual and clerical tasks and duties with a small degree of difficulty under direct supervision.

Name	Department	Start Date	End Date	Eligibility Pool
Haley, Charles J.	Comm. Studies	4/03/09	6/25/09	Direct Service to Students
Thompson, Katherine	Health Science	3/26/09	6/25/09	Direct Service to Students

Adult Hourly XV - \$33.00 per hour

Provides professional and specialized work in an office, department or classroom. Requires certification and technical skills at a higher level of the profession. Performs work and provides assistance to others. Performs work with the highest degree of difficulty that requires professional expertise or skills.

Name	Department	Start Date	End Date	Eligibility Pool
Pojawa, Jeryd	Academic Affairs	2/26/09	6/25/09	Project

End of Service Revision Date

Name	Department	Original End Date	New End Date
Paroda, Allison	TLC LAB	2/11/08	12/11/08

End of Service

Name	Department	Original End Date	End Date
Blanchard, Samantha	A&R	6/25/09	11/25/08
Takapu, Lolesio	PE/Athletics	6/25/09	11/03/08 Never worked this assignment
Takapu, Lolesio	Facilities	6/25/09	2/17/09
Weith, Julie	SBDC	6/25/09	8/22/08

**ETI and Economic Development – Contract Education Development
 (Self-funded by business)**

Range 1 - Development/Prep: \$25.00 - \$55.00 per hour

Duties include development of curriculum and preparation of materials, coordination and customization.

Name	Department	Start Date	End Date	Pay Rate	Eligibility Pool
De Sevilla, Angel	CACT	4/02/09	6/25/09	\$50.00	Project

4. Authorization to Employ – Full-Time

No business.

5. Authorization to Employ – Part-Time

No business.

6. Other

- a. Approval of payment to Community Services providers:
(Fully self-supporting operation)

No business.

- b. College Assistants (Student Workers):

District Funded

No business.

Funded from Supplementary Sources

No business.

- c. Approval of Contracts:

No business.

- d. Approval for Payment of Supplementary Services in Addition to Regular Services:

No business.

- e. Approval of Independent Contractor Payment for Services Rendered:

No business.

- f. Information:

No business.

- g. Volunteers:

No business.

Additional names may be presented to the Board.

- h. Other:

No business.

Administrative Responsibility

BS	Business Services	SS	Student Services
IS	Instructional Services	O	Other
PP	Plant and Property		

C. **MANAGEMENT**

Administrative
Responsibility

1. End of Service

Charles Gill, Interim Director, Small Business Development Center (SBDC), end of interim assignment effective March 11, 2009.

O

2. Employment – Regular

No business.

3. Employment – Hourly

No business.

4. Authorization to Employ – Full-Time

No business.

5. Authorization to Employ – Part-Time

No business.

6. Other

No business.

Administrative Responsibility

BS Business Services
IS Instructional Services
PP Plant and Property
SS Student Services
O Other

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 03/25/09

AGENDA

CATEGORY POLICIES and PROCEDURES

ITEM/TITLE Approval of Revisions to BP 2735, Board Member Travel,
Second Reading

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

BACKGROUND / ANALYSIS:

At the June 11, 2008 Board Meeting, the Board of Trustees passed the complete section of the Board of Trustees Policies and Procedures. At this time, proposed revisions to BP 2735 – Board Member Travel (and its applicable Procedures, AP 2735) will be discussed for the Board’s consideration.

A copy of the revisions to the proposed policy is attached with this item.

FISCAL IMPLICATIONS:

N/A.

RECOMMENDATIONS:

Move Approval of Revisions to BP 2735, Board Member Travel, Second Reading.

Submitted by:

Dianne Van Hook

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook
Dr. Dianne G. Van Hook
Chancellor

Recommended by:

BP 2735 Board Member Travel

Reference:

Education Code Section 72423

Members of the Board shall have event and travel expenses paid when they represent the Board of Trustees at events and/or meetings/conferences, and when approved by the Board of Trustees.

On an annual basis, the Governing Board will develop and approve a budget for travel and event attendance within parameters established in the Administrative Procedures for this policy. Any expenditures for travel over the budgeted amount will require Board action.

See Administrative Procedure AP 2735