

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, APRIL 1, 2009
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, April 1, 2009, by Vice President Scott Wilk in Room 502, Canyon Country Campus of College of the Canyons, 17200 Sierra Highway, Santa Clarita, California.

Members Present: Mr. Bruce D. Fortine
Mrs. Michele R. Jenkins
Mr. Ernest L. Tichenor
Mr. Scott Thomas Wilk
Mr. Nicolas Cardenas, Student Trustee

Members Absent: Mrs. Joan W. MacGregor

Others Present: Dr. Dianne Van Hook, Chancellor
Dr. Mitjl Capet, Assistant Superintendent/VP, Instruction
Dr. Michael Wilding, Assistant Superintendent/VP, Student Services
Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services
Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources and Interim VP,
Academic Affairs
Dr. Barry Gribbons, Assistant Superintendent/VP, Institutional Development, Technology
and Online Services
Ms. Lynne Mayer, Administrative Assistant to the Chancellor and the Board of Trustees

Special Presenters
and Others Present: Dr. Dena Maloney, Founding Dean, Canyon Country Campus
Ms. Sue Bozman, VP, District Communication, Marketing & External Relations
Ms. Audrey Green, Associate Vice President, Academic Affairs
Ms. Cindy Schwanke, Culinary Arts Program
Mr. Chris Blakey, President, COCFA (arrived 6:44pm)
Mr. John Makevich, Classified Senate (arrived 7:03pm)
Ms. Ruthann Levinson, Canyon Country Campus Advisory Committee Member
Mr. Richard Sathre, Canyon Country Campus Advisory Committee Member
Ms. Jo Ellen Rismanchi, Canyon Country Campus Advisory Committee Member
Ms. Jessica Selva, Reporter, The Signal
Ms. Holly Tichenor. community member

Vice President Wilk declared a quorum and called the meeting to order at 5:36 pm. He noted a tour of the Early Childhood Education Center was conducted from 5:00 to 5:30pm. He added that Ms. MacGregor sends her regards to everyone, in particular the CCC Advisory Committee, as she was unable to be here tonight. **Quorum Established (1.1)**

Mr. Wilk asked Ms. Maloney to lead the flag salute. **Flag Salute (1.2)**

Dr. Van Hook: **Recognition (1.3)**

- Introduced Ruthann Levinson, Richard Sathre, and Jo Ellen Rismanchi, members of the Canyon Country Campus Advisory Committee. She noted this group played a tremendous role in getting the Canyon Country campus established, and we continue to appreciate their efforts.

- Showed “The 212 Movie” (video) which was sent to her by Ms. Green. This reminded her of the CCC Advisory Committee, the Board, the administrators and the people who work at COC, as it shows how a little extra goes a long way, and with everyone putting in a little extra, it gives COC great results.
- Showed photos of today’s Cougar Award parade and the award given to Ms. Diane Fiero. Dr. Van Hook thanked Ms. Fiero for filling in as Vice President of Academic Affairs in addition to her regular job in Human Resources.

**Recognition
(1.3) con’t**

At 5:50 pm, the Board adjourned Open Session to meeting in Closed Session to discuss the following:

**Closed Session
1.4)**

- 1.4a 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)
- 1.4b 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 Capet, Coleal, Fiero, Fortine, Gribbons, Jenkins, Tichenor, Wilding, Van Hook and Wilk.

At 6:10pm, the Board reconvened with the Open Session meeting, announcing that no action had been taken in Closed Session.

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

**Approval of Agenda
(1.5)**

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

Mr. Wilk welcomed all present to the meeting and invited anyone wishing to address the Board to so indicate and they would be recognized.

**Welcome Guests
(1.6)**

The Board moved approval of the minutes of March 11, 2009.

**Approval of Minutes
(03/11/09)
(1.7)**

Motion: Jenkins Second: Fortine Record of Board Vote: 3-0-1
Abstain: Tichenor
Student Trustee: Aye

The Board moved approval of the Consent Calendar (with the correction to Item 10.1 and the additional information provided for Item 7.1) as follows:

**Consent Calendar
(2)**

- 3.1 Approval of Subcontract Between Santa Clarita Community College District and VMI, Inc. in Conjunction with SB70 (Scott), Strengthening Career Technical Education (CTE) Programs Grant
- 5.1 Approval of Purchase Order Schedule PO 08/09-09
- 5.2 Approval of Travel Authorizations Schedule T 08/09-17
- 6.1 Approval of Addendum #01 to Contract for Faculty Offices and Faculty Conference Room Remodel – Bonelli Hall Third Floor Remodel Project (Floor Connection, Inc.)
- 6.2 Approval of Addendum #07 to Construction Administration Contract for the Dr. Dianne G. Van Hook University Center Construction Project (Flewelling & Moody)
- 6.3 Approval of Contract for Design Services for the Dr. Dianne G. Van Hook University Center Construction Project (Architectural Railings & Grilles)

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- 6.4 Approval of Addendum #02 to Contract for Temporary Workers for the Dr. Dianne G. Van Hook University Center Construction Project (SelectRemedy)
- 7.1 Approval of Personnel Schedule PERS 2008/2009-15
- 7.2 Approval of Amendment to Classified Administrator Employment Contract for Interim Director, MIS
- 10.1 Approval of Resolution 2008/09-18: To Order Biennial Governing Board Member Election, November 3, 2009

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

Motion: Fortine Second: Tichenor 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
(3.2)**

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

Dr. Van Hook noted that Ms. Green and Ms. Coleal worked with Mr. Richard Pattersen, a local attorney (who was present at the meeting) to put together a license agreement for our culinary arts program with Westfield LLC. Mr. Pattersen provided an overview of the agreement with Westfield for this location. There was a question and answer period.

**Approval of Lease Agreement Between SCCCD and Westfield LLC for Culinary Teaching Facility
(3.3)**

At the meeting, the Board amended this motion to be for the Approval of a License Agreement between the Santa Clarita Community College District and Westfield LLC for Culinary Teaching Facility.

Motion: Cardenas Second: Tichenor Record of Board Vote: 3-0-1
Abstain: Wilk
Student Trustee: Aye

Dr. Dena Maloney provided a PowerPoint presentation on the Canyon Country Campus' progress and the Applied Technology Building which will be constructed on the Canyon Country Campus. Her presentation is made a part of these minutes as if fully set forth herein.

**Update on the Canyon Country Campus and the Applied Technology Building
(3.4)**

The Board moved Approval of Professional Services Agreement Between Santa Clarita Community College District and ViaTron Systems, Inc. for Document Imaging.

**Approval of Professional Services Agreement Between SCCCD and ViaTron Systems, Inc. for Document Imaging
(4.1)**

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

The Board moved Approval/Ratification of Budget Transfers.

**Approval/Ratification of Budget Transfers
(5.3)**

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

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The Board received the Financial Report – Month Ending February 28, 2009 as information.

**Financial Report –
Month Ending February
28, 2009
(5.4)**

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

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

**Approval of Addendum
#01 to Contract for
Inspector of Record for
the Dr. Dianne G. Van
Hook University Center
Construction Project
(Alliance Construction
Services)
(6.5)**

The Board moved Approval of Addendum #01 to Contract for Water Treatment Services (Water In Motion, Inc.).

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

**Approval of Addendum
#01 to Contract for
Water Treatment
Services (Water In
Motion, Inc.)
(6.6)**

The Board moved Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Construction Project.

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

**Approval of Change
Orders for the Dr.
Dianne G. Van Hook
University Center
Construction Project
(6.7)**

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

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

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

The Board moved Approval of Business Services Policy BP 6625 – District Fundraising, Second Reading.

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

**Approval of Business
Services Policy BP
6625 – District
Fundraising, Second
Reading
(9.2)**

Dr. Van Hook noted that:

- ✓ Assemblyman Smyth's bill regarding beverage services in the University Center is being heard in 3 weeks in Sacramento by the Assembly Committee on Governmental Organizations. Mr. Harnish will travel to Sacramento when this bill is presented.
- ✓ Ms. Rita Garasi and Mr. Adam Philipson traveled to Washington DC for meetings to discuss the national endowment for the arts. They met with Dr. George Boggs (President, AACC) while there, along with Senator Feinstein's staff and a contact at Senator Boxer's office. Both attendees noted it was a very productive trip and there may be some stimulus money for training jobs in the arts.
- ✓ Dr. Gribbons will be in Washington DC to follow up on appropriations requests.
- ✓ Dr. Martha Kanter is being nominated by President Obama for the Under Secretary of Education position. It will be great for our state to have such exposure at the national level.

**Update on Legislation
(10.2)**

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Mr. Dermody was not present.

**Academic Senate
Report
(11.1)**

Mr. John Makevich reported that:

- ✓ At the Classified Senate meeting today, they talked about next Tuesday's Classified Development Day at Valley Trails Camp. He will be presenting information about the Senate at that time.
- ✓ The Board will also be hosting a "Q&A with the Board" session at Classified Development Day.
- ✓ They are trying to put together a Dodger game baseball trip for the Senate.
- ✓ They are working to expand the social activities and to getting more people involved to build the membership.
- ✓ Sheryn Monheim has worked with Circle of Hope for more craft fairs, with some proceeds raised going to Circle of Hope.

**Classified Senate
Report
(11.2)**

As there has not been a Foundation meeting, there was no report to be made.

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

Dr. Maloney and Ms. Bozman had no additional report.

**Chancellor's Report
(11.4)**

Ms. Fiero noted that:

- ✓ We will have a great turnout for Classified Development Day with lots of team building activities. Over 100 people are planning to attend.
- ✓ Another LEAP II meeting was held last Friday featuring great speakers and participants working in their teams.

Dr. Gribbons added that:

- ✓ He had a great trip to Sacramento and good conversations on growth formulas.

Dr. Capet:

- ✓ Offered his appreciation to Ms. Coleal for her help in getting the license agreement put together so quickly for the Culinary Arts program.
- ✓ He thanked Dr. Van Hook for her suggestion of putting together a face-to-face GO! Program geared toward re-entry students in the University Center.

Ms. Coleal noted that:

- ✓ She had a productive trip to Sacramento and was impressed with COC's involvement with training and access to grant money.

Dr. Wilding distributed a handout about the events happening in Admissions & Records.

Dr. Van Hook announced that:

- ✓ Our nursing program received an additional \$200,000 from the Song-Brown grant for more nurses training.
- ✓ A PowerPoint of photos was shown as she provided information on:
 - The University Center Family Campaign – Approximately 200 people attended for the tour. As a result, Jill was able to help us acquire 50 more prospective donors to this campaign. We are working to get the 300 people hired since the last Family Campaign (in 2001) to participate.
 - LEAP sessions and panel discussions.
 - A wonderful and fun excursion on Mr. Mike Lebecki's boat, which was a trip for middle managers that had been postponed during the December holiday season.

- Her classroom visit to Ms. Kelly Cude's molecular genetics lab/class.
- The Counselors in Industry luncheon hosted by Ms. Green at TPC earlier today. Junior high and high school counselors took field trips in the morning and interviewed people in Business and Industry.
- ✓ Ten new employees were at the New Employee lunch held yesterday.
- ✓ The Economic Development Corporation is moving forward. It will be a separate non profit organization, not associated with any particular organization.
- ✓ She attended a meeting for the Child and Family Center Task Force and noted the 35+ programs they oversee for toddlers, preschoolers, teenagers and adults.
- ✓ Dr. Wilding is leading the charge for how we can help students and community members in their job search, resume building, etc. She thanked him for his efforts.
- ✓ There were two All-College meetings held late last week and early this week which provided an overview on the state budget. The presentation will be posted on the Intranet later this week.
- ✓ The 40th anniversary committee has been formed and will meet to put together our celebration for next year's anniversary.
- ✓ The celebration of Jill Harper's life was held last Saturday in the cafeteria and was a special tribute for a great person.

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

Mr. Cardenas noted that:

- ✓ Last Friday, they met with Dr. Maloney at the CCC and discussed ideas generated from the student survey that was conducted.
- ✓ Earlier today, the ASG hosted an alcohol awareness day on campus ahead of spring break.
- ✓ The ASG elections will be held at the end of April. He is running for Student Trustee again and may also run for the Regional Senator for Region 6.
- ✓ The Culinary Arts Program is very exciting for the students.

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

Mr. Tichenor had no report.

Ms. Jenkins added that:

- ✓ She participated in the new employee luncheon. She noted the staff for ISSI is very professional, as they provided an overview of the lunch and did a great job.
- ✓ The food at the AT&T dinner done by ISSI was also wonderful.

Mr. Fortine added that he participated in:

- ✓ The AT&T Golf Tournament and Gala Dinner held at COC, including the performance by Louie Armstrong.
- ✓ The AT&T ProAm luncheon, hosted by the City of Santa Clarita.
- ✓ The LA County Board of Supervisors Women of the Year luncheon.
- ✓ The Santa Clarita Emergency Expo, held at COC.
- ✓ The Chamber of Commerce bus trip to Sacramento.
- ✓ A retirement party for Diane Boone.

Mr. Wilk announced that:

- ✓ He and his wife purchased an auction item at Silver Spur to have dinner with Harold and Jacquie Petersen. They have asked community members to join them in an effort to thank them for their support of the college behind the scenes. Mr. and Mrs. Steve Zimmer and Mr. and Mrs. Roger Seaver will accompany them to the Vine's Restaurant for dinner in June.

None.

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

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The requests made were as follows:

- ✓ Ms. Jenkins noted the need for some standard language in the Student Grievance policy, perhaps incorporating what “standard” is to be more specific.
- ✓ Mr. Wilk had two requests:
 - Consider a discussion or workshop on changing our budgeting process to zero-based budgeting model.
 - A future discussion as to the merits of bringing in an outside consultant to look at communication within the organization.

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

Dr. Van Hook distributed a memo about upcoming meetings with City and Hart, ascertaining the availability of the Board members for possible Joint meetings.

**Announcement of Next
Meeting (04/22/09) and
Adjournment
(12)**

Vice President Wilk announced the next meeting will be held on Wednesday, April 22, 2009 and will be a Business meeting. The starting times will be announced later.

There being no further business, the meeting was adjourned at 8:05 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 _____