



**Board of Trustees Minutes – Business Meeting  
April 16, 2008**

2007/08- 89

The Board moved approval of the minutes for March 26, 2008.

Motion: Wilk                      Second: Fortine                      Record of Board Vote: 3-0  
ASG President:                      Aye

**Approval of Minutes  
(3/26/08)  
(1.6)**

Dr. Van Hook:

- ✓ Thanked Ms. Lynne Mayer, Mr. Jim Temple, Mr. Jim Schrage and many others for their help in getting the new Board room ready for this meeting.
- ✓ Introduced Ms. Allison Devlin, who provided the Board with information on the Michael Hoefflin Foundation's Wish Granted Program. She showed a DVD highlighting the last 6 years of wishes granted by COC, and thanked everyone for their generosity to these children. She introduced Chris and Sue Hoefflin, who thanked the College for everything they have done for many children. Mr. Hoefflin presented the College with a collage of photos of some of the children who have benefitted from these gifts, and presented Ms. Devlin with flowers and thanked her for all her help and support over the years.
- ✓ Introduced Mr. Guillermo Cruz and Mr. Robert Maxwell, who were present with four students from the COC Business Society (Ms. Melody Akhtari, Ms. Shaema Mahdi, Mr. Alex Penny, Mr. David Renner). These students provided an overview of the club to the Board, noting the establishment of the club, guest speakers secured, networking ideas, and goals for the future. The Board and Dr. Van Hook thanked the students and commended them for their drive and determination to build this club and for getting involved.
- ✓ Introduced Ms. Miriam Golbert, who was present with two All-USA Academic Team members, Ms. Casey Craig and Mr. Pietro Rosetti. They were selected as 2 of 77 community college students to represent the team and were recognized at a luncheon in Sacramento. Dr. Van Hook presented these students with a certificate and an honorary medal for their accomplishments.

**Recognition/Up Close  
(1.7)**

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

- 3.1 Approval of New and Modified Courses and Programs
- 3.2 Approval of Agreement Between Santa Clarita Community College District and West Hills Hospital, Burbank USD, Able Home Health Inc., Mount St. Mary's College, Encino/Tarzana Regional Medical Center, and American United Home Health
- 3.3 Approval of Renewal Agreement Between Santa Clarita Community College District and Long Beach Community College District for the Small Business Development Center (SBDC)
- 5.1 Approval of Purchase Order Schedule PO 07/08-9
- 5.2 Approval of Travel Authorizations Schedule T 07/08-10
- 6.1 Approval of Notice of Completion for Central Plant Construction Project
- 6.2 Approval of Notice of Completion for HVAC Systems Cleaning Project
- 6.3 Approval of Notice of Completion for Laboratory Expansion Construction Project
- 6.4 Approval of Notices of Completion for the Classroom/High Tech Center Construction Project (Hasley Hall)
- 6.5 Approval of Notice of Completion for the PE Addition and Tennis Courts Construction Project
- 6.6 Approval of Notices of Completion for Canyon Country Campus Construction Project
- 6.7 Approval of Release of Retention for the Central Plan Construction Project (Compass Energy Solutions & Associates, J.V.)
- 6.8 Approval of Contract for Scheduled Maintenance Project (C&L Coatings, Inc.)
- 6.9 Approval of Contract for Roadway & Parking Signage Project (H&S Electric, Inc.)
- 6.10 Approval of Contract for Geotechnical Services for the University Center Construction Project (SubSurface Designs, Inc.)
- 6.11 Approval of Contract for Geotechnical Services for the Library Expansion Construction Project (SubSurface Designs, Inc.)

**Consent Calendar  
(2)**

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- 6.12 Approval of Surplus District Property Other Than Land Under Board Policy 707 (Westinghouse Carts)
- 6.13 Approval of Addendum #03 to Construction Administration Contract for the University Center Construction Project
- 6.14 Approval of Addendum #01 to Contract for Site Improvements, Landscaping at PE Building, Central Plan and Hasley Hall (GO Bond Project)
- 6.15 Approval of Addendum #01 to Contract for Architectural Services for the Cafeteria Remodel Project (Kruger Bensen Ziemer)
- 7.1 Approval of Personnel Schedule PERS 2007/2008-16
- 8.1 Approval of Agreement Between Santa Clarita Community College District and Mr. Joe Johnson for Grant Writing Services
- 8.2 Approval of Surplus District Property Other than Land Under Board Policy 707 (Computer Equipment)

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

Motion: Wilk                      Second: Fortine                      Record of Board Vote: 3-0  
ASG President:                      Aye

Items 6.16 through 6.24 were moved forward on the agenda, as Mr. Schrage was attending a meeting elsewhere in the community later in the evening. The Board moved Ratification of Contract for Central Plant Construction Project (Trane Company).

**Ratification of Contract  
for Central Plant  
Construction Project  
(Trane Company)  
(6.16)**

Motion: Wilk                      Second: Fortine                      Record of Board Vote: 3-0  
ASG President:                      Aye

The Board moved Ratification of Contract for Central Plant Construction Project (Tom Bertone Consulting).

**Ratification of Contract  
for Central Plant  
Construction Project  
(Tom Bertone  
Consulting)  
(6.17)**

Motion: Wilk                      Second: Fortine                      Record of Board Vote: 3-0  
ASG President:                      Aye

The Board moved Approval of Change Orders for University Center Construction Project.

**Approval of Change  
Orders for University  
Center Construction  
Project  
(6.18)**

Motion: Wilk                      Second: Fortine                      Record of Board Vote: 3-0  
ASG President:                      Aye

The Board moved Approval of Change Orders for the PE Addition and Tennis Courts Construction Project.

**Approval of Change  
Orders for the PE  
Addition and Tennis  
Courts Construction  
Project  
(6.19)**

Motion: Wilk                      Second: Fortine                      Record of Board Vote: 3-0  
ASG President:                      Aye

The Board moved Approval of Change Orders for Canyon Country Campus Construction Project.

**Approval of Change  
Orders for Canyon  
Country Campus  
Construction Project  
(6.20)**

Motion: Fortine                      Second: Wilk                      Record of Board Vote: 3-0  
ASG President:                      Aye

The Board moved Approval of Change Orders for the Classroom/High Tech Center Construction Project (Hasley Hall).

**Approval of Change  
Orders for the  
Classroom/High Tech  
Center Construction  
Project (Hasley Hall)  
(6.21)**

Motion: Wilk                      Second: Fortine                      Record of Board Vote: 3-0  
ASG President:                      Aye

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Mr. Schrage presented the final bid results of this item to the Board members. The Board moved Approval to Award Contract for the PE Addition and Tennis Courts Construction Project (Tennis Court Surfacing) as presented at the meeting.

**Approval to Award Contract for the PE Addition and Tennis Courts Construction Project (Tennis Court Surfacing)  
(6.22)**

Motion: Wilk                      Second: Fortine                      Record of Board Vote: 3-0  
ASG President:                      Aye

The Board moved Approval of Contract for Hasley Hall for Interior Design/ Hardscaping (The Rock Market).

**Approval of Contract for Hasley Hall for Interior Design/ Hardscaping (The Rock Market)  
(6.23)**

Motion: Wilk                      Second: Fortine                      Record of Board Vote: 3-0  
ASG President:                      Aye

The Board moved Approval of Addendum #03 to the Architectural and Engineering Contract for the Canyon Country Campus.

**Approval of Addendum #03 to the Architectural and Engineering Contract for the Canyon Country Campus  
(6.24)**

Motion: Fortine                      Second: Wilk                      Record of Board Vote: 3-0  
ASG President:                      Aye

Ms. Ritz provided an overview of the COC Foundation Financial report, noting the significant amount that was raised at Silver Spur. She introduced Mr. Murray Wood and thanked the Board for their support to make our Foundation so wonderful. The Board moved College of the Canyons Foundation Financial Update, as of December 31, 2007.

**College of the Canyons Foundation Financial Update, as of December 31, 2007  
(5.5)**

Motion: MacGregor                      Second: Wilk                      Record of Board Vote: 3-0  
ASG President:                      Aye

The Board moved Approval of Payments for Supplemental Services for Full-Time and Adjunct Faculty, Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date Session Payments to Date, with the correction to the item distributed at the meeting.

**Approval of Payments for Supplemental Services for Full-Time & Adjunct Faculty, Information on Full-Time Faculty Reassigned Time, Overload & Extra Session Payments  
(3.4)**

Motion: Wilk                      Second: Fortine                      Record of Board Vote: 3-0  
ASG President:                      Aye

This item was removed from the agenda and will be brought back at a later date.

**Approval of Award of Contract for Scanning Electron Microscope for Nanotechnology Training Program  
(3.5)**

Dr. Capet provided an update (via a PowerPoint presentation) on the Accreditation Process at College of the Canyons, which our staff is currently in the process of putting together. His presentation is made a part of these minutes as if fully set forth herein.

**Update/Status on Accreditation Process at COC  
(3.6)**

Dr. Van Hook noted that it is also important to have evidence to support the documentation we provide to the Accreditation team. Dr. Capet noted it is a good opportunity to display and show off what we have accomplished since the last accreditation review. Mr. Fortine inquired as to what role Board members have, as they are the final signatories on this document. Dr. Van Hook noted it is common to have a Board representative on the steering committee and for them to report back to the

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other members. Or, as is the case with some who do not have a representative on this committee per the accrediting commission, it is appropriate to have a Board member on the steering committee as a liaison. Only Standard IV has any references to the role of Board members, so she felt it was appropriate here. The Board should have a proper check and balance in place for their responsibilities on this report, and they should note the planning impacts when the study comes back to the Board for information prior to printing it and sending it to the accrediting commission.

**Update/Status on Accreditation Process at COC (3.6) con't**

Ms. Audrey Green and Ms. Anne Lowe, co-chairs of the Curriculum Committee, provided a PowerPoint presentation on the Curriculum Development Process at College of the Canyons. They discussed the committee composition, the process, writing a course outline and the curriculum review process. Their presentation is hereby made a part of these minutes as if fully set forth herein.

**Presentation on Curriculum Development at COC (3.7)**

The Board moved Approval/Ratification of Budget Transfers.

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

Motion: Wilk                      Second: Fortine                      Record of Board Vote: 3-0  
ASG President:                      Aye

The Board received the Financial Report – Month Ending February 29, 2008 as information.

**Financial Report – Month Ending February 29, 2008 (5.4)**

The Board moved Approval of Resolution 2007/08-16: In Support of Classified School Employees Week.

**Approval of Resolution 2007/08-16: In Support of Classified School Employees Week (7.2)**

Motion: Wilk                      Second: Fortine                      Record of Board Vote: 3-0  
ASG President:                      Aye

The Presentation of Santa Clarita Community College District Contract Re-Opener Proposal with the College of the Canyons Faculty Association (COCFA), CTA/NEA, for 2008 was presented as information for the Board. It was announced that a public hearing would be held at the May 14<sup>th</sup> Board meeting.

**Presentation of SCCC District Contract Re-Opener Proposal with COCFA, CTA/NEA, for 2008 (7.3)**

As there was no two-thirds quorum present (requiring 4 of the 5 Board members), there was no action taken on Items 9.1, 9.2 or 9.4. The Board was presented with the Human Resources Board Policies (Complete Section), for discussion and questions.

**Approval of Human Resources Board Policies (Complete Section), Second Reading (9.1)**

Motion to Open items 9.1, 9.2 and 9.4 for Discussion – Wilk, Second – Fortine

The Board was presented with the Business Services Board Policies (Various), Second Reading for discussion and any questions. Dr. Van Hook noted the update and refining for the Travel procedure and Use of District Credit Cards procedure, making them more usable and less nebulous. Mr. Wilk questioned the need for Board members to have District credit cards. Dr. Van Hook noted this is a decision that is determined by the Board at a future meeting.

**Approval of Business Services Board Policies (Various), Second Reading (9.2)**

As this is a first review of these policies, the Board moved Approval of Business Services Board Policies (Additional), First Reading.

**Approval of Business Services Board Policies (Additional), First Reading (9.3)**

Motion: Wilk                      Second: Fortine                      Record of Board Vote: 3-0  
ASG President:                      Aye

The Board was presented with the Board of Trustees Board Policies and Procedures (Complete Section) for discussion and questions.

**Review of Board of Trustees Board Policies and Procedures (Complete Section)  
(9.4)**

Dr. Van Hook noted that the advocacy committee has developed a timeline for the Budget Advocacy Timeline (and she distributed it to the Board). We will continue to provide necessary letters where needed, depending on what information comes out from the May revise. Other recent efforts include:

**Update on Legislation  
(10.1)**

- A presentation at the April VIA lunch by Dr. Gribbons. He presented an overview of the state budget system and the impact it has on COC.
- An advocacy website on the COC internet, which Mr. Harnish is working on. He also traveled to Sacramento yesterday for the CCLC Capital Days event. Dr. Van Hook will work with him to get some notes and key points together for the KHTS Trip to Sacramento for Board members who are participating.
- Attendance by Mr. John McElwain and Ms. MacGregor at the Santa Clarita Valley Trustees Association meeting. Ms. Bozman will send that information from the meeting to the Board members.
- An advocacy trip with students next week, coordinated by the ASG Officers.
- Advocacy letters, which have been developed from different groups, have been sent out and more will be sent this week.

Mr. Fortine noted the agenda for the KHTS trip will come out later this week. They plan to leave early on Monday morning, meet with legislators, and return on Tuesday.

Ms. Meriwether added that the ASG officers have decided to stage a day of lobbying with other Region VI schools in Santa Barbara. On May 13, the officers plan to lobby at the Santa Clarita Valley City Hall as well.

Mr. Dermody:

- ✓ Congratulated the Board on their new meeting room.
- ✓ Noted the Academic Senate is working hard on curriculum for new courses and updating other courses.
- ✓ Added that they plan to address text book costs and will have a presentation from the bookstore as to how to make a better and bigger impact.
- ✓ Reminded everyone of the Collegial Celebration, which will be held on May 22.

**Academic Senate Report  
(11.1)**

Ms. Mayer noted there were many people to thank for helping to get this room ready for the meeting. In particular she thanked Mr. Jim Temple and Mr. Hsiawen Hull, who were present in the audience for their help and for being at the meeting.

**Classified Coordinating Council Report  
(11.2)**

Ms. Fiero noted:

- ✓ The third session of the LEAP program will be this Friday and the first reports back from the groups on the projects will be heard. She plans to bring a report to the Board at a future date.

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

Dr. Wilding added that:

- ✓ Next Wednesday is the bi-annual Job and Career Fair with over 100 employers participating. It will run from 11:00 to 3:00pm in the Student Center.

Dr. Gribbons had nothing to report.

Dr. Capet:

- ✓ Thanked the individuals participating in the Accreditation and keeping their deadlines.

**Supt-President's  
Report  
(11.3) con't**

Ms. Coleal:

- ✓ Thanked the individuals in her department who were involved in helping with the new Board room.

Dr. Van Hook noted that:

- ✓ There is an Open House on Friday, April 18<sup>th</sup> from 10-3pm at the CACT office on Rye Canyon Road.
- ✓ Community Education is doing a great service this summer by providing a junior high school institute. There are a number of faculty members involved in this and they've done a great job to put this summer program together.
- ✓ At the May 14<sup>th</sup> meeting, we plan to bring the formal naming item to the Board for consideration for the Amphitheatre in Canyon Country.
- ✓ There is a Facility Master Plan Task Force meeting tomorrow with the architects to review their initial renderings. It includes representatives from all groups and departments on campus and will combine the projected need (in relation to the Master Plan) into buildings on the campus.
- ✓ The SCV Philharmonic flyer was mailed out showing their activities in the PAC between now and the end of May.
- ✓ Next week, Sue Bozman and some of the PIO staff will attend the CCPRO conference. We know they are the recipient of some kind of award.
- ✓ Members of our ETI department will be attending an Economic and Workforce Development conference in Orange County next week. We will be receiving an award for innovative programming done in conjunction with robotics for junior high school students in our valley service area. She was invited to attend, and be on a panel, but she will not be able to attend due to the Board meeting scheduled for that day.
- ✓ She received a note from David Andrus (Model UN advisor). He asked her to pass on to the Board his appreciation of the Board's support.
- ✓ The joint meeting with the City is scheduled to be held on May 21<sup>st</sup>. She followed up with Ken Pulskamp and the Mayor Bob Kellar yesterday. A few topics were suggested:
  - Economic Development and new initiatives to identify business clusters.
  - A review by the Board and City on the revised MOU for the PAC. Ms. Coleal, Mr. Adam Philipson and Dr. Floyd Moos are working to move this forward.
  - A proposed discussion regarding changes in City/County land use that may affect the College's operation.
  - Consideration to forego our contribution to the redevelopment agency that we are entitled to receive (approximately \$21k) to contribute to the expansion of the Newhall Library.
- Any other topics for the meeting from the Board can be emailed to her.
- ✓ Tomorrow, she will be meeting with a developer to talk about their idea to develop the northwest corner of our campus. It would require re-aligning the west road with the existing signal on Valencia Blvd.

Ms. Meriwether added that:

- ✓ They have an upcoming blood drive.
- ✓ The ASG plans to have class presentations for their elections that area approaching.
- ✓ They are helping to plan the Scholarship and Donors awards ceremony.
- ✓ They have Grant hearings coming up.
- ✓ The new Board room is beautiful and it is a wonderful design.

**Reports by ASG  
President, Staff  
Members, and Board  
Members  
(11.4)**

Mr. Fortine noted that:

- ✓ He attended the installation of officers for the Child and Family Center.
- ✓ The Betty Ferguson Foundation Vine 2 Wine event was their best year ever.
- ✓ The Q&A with the Board with Classified Staff during Classified Appreciation Day was a great event. .

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- ✓ Today's reception and ribbon cutting for the new Board room was wonderful. He noted he has received fantastic feedback from community members, out of state visitors and on campus individuals about this new room.
- ✓ He thanked Dr. Capet, Dr. Gribbons, Mr. Glapa-Grossklag and Dr. Pelkey for working with the visitors we had to our campus yesterday. They were impressed.

**Reports by ASG  
President, Staff  
Members, and Board  
Members  
(11.4) con't**

Mr. Wilk had nothing to report.

Mr. Tichenor noted that:

- ✓ Today's reception and ribbon cutting ceremony was great. When he first saw the Board room, he wasn't so sure about it, but now he thinks it is great. He commended everyone for their hard work and input to make it happen.

Ms. Devlin noted that one of their sponsors, Human Resources, was inadvertently left off her handout.

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

None.

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

President Tichenor announced the next meeting will be a Business meeting and will be held on Wednesday, April 23, 2008. It will be the Superintendent/President's evaluation and Board of Trustees Workshop, and will be held in the Superintendent-President's Office. The time for this meeting has not been finalized.

**Announcement of Next  
Meeting (04/23/08) and  
Adjournment  
(12)**

There being no further business, the meeting was adjourned at 9:20 p.m.

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Mr. Scott Thomas Wilk, Clerk  
Board of Trustees  
Santa Clarita Community College District

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

Entered in the proceedings of the District \_\_\_\_\_