

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**

**BUDGET WORKSHOP AND BUSINESS MEETING**  
**WEDNESDAY, MAY 26, 2004**  
**MINUTES**

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, May 26, 2004, by Board President Ernie Tichenor, in the Staff Dining Room of the Student Center, College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California.

Members Present: Mr. Bruce D. Fortine  
 Mr. Ronald E. Gillis  
 Mrs. Michele R. Jenkins  
 Mrs. Joan W. MacGregor  
 Mr. Ernest L. Tichenor  
 Mr. Steven Vanover, Student Trustee

Others Present: Dr. Dianne Van Hook, Superintendent-President  
 Dr. Philip L. Hartley, Executive Vice President/Assistant Superintendent  
 Ms. Sharlene Coleal, Dean, Business Services  
 Dr. Michael Wilding, Acting Vice President, Human Resources & Student Affairs  
 Mr. Michael Dermody, Academic Senate President  
 Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

President Tichenor declared a quorum and called the meeting to order at 4:35 p.m.

**QUORUM  
 ESTABLISHED  
 (1.1)**

The Board moved to Closed Session to discuss the following:

- 1.2a Conference with Labor Negotiator  
 Santa Clarita Community College District Representative: Mr. Jim Schrage  
 California Schools Employee Association (CSEA)  
*(pursuant to Government Code §54957.6)*
- 1.2b Conference with Labor Negotiator  
 Santa Clarita Community College District Representative:  
 Dr. Michael Wilding  
 Part Time Faculty United-AFT Local 6262  
*(pursuant to Government Code §54957.6)*
- 1.2c Conference with Labor Negotiator  
 Santa Clarita Community College District Representative:  
 Dr. Michael Wilding  
 Confidential Classified Employees  
*(pursuant to Government Code §54957.6)*
- 1.2d Conference with Labor Negotiators  
 Santa Clarita Community College District Representatives:  
 Dr. Dianne Van Hook  
 Unrepresented Employees: Director, Professional Development;  
 Supervisor of Grounds & Maintenance  
*(pursuant to Government Code §54957.6)*
- 1.2e Conference with Real Property Negotiator  
 Property: South End of Campus, Proposed University Center Site  
 Agency Negotiators: Ms. Sharlene Coleal and Dr. Dianne Van Hook  
*(pursuant to Government Code §54956.8)*

**CLOSED SESSION  
 (1.2)**

- 1.2f Conference with Real Property Negotiator  
Properties: (1) South of Sand Canyon Road and East of SR 14, and  
(2) North of Golden Valley Road and Sierra Highway  
Agency Negotiator: Dr. Dianne Van Hook  
(pursuant to Government Code §54956.8)
- 1.2g Public Employee Discipline/Dismissal/Release  
(pursuant to Government Code §54957)

**CLOSED SESSION  
(1.2) con't**

Those present in Closed Session were Coleal, Fortine, Gillis, Hartley, Jenkins, MacGregor, Schrage, Tichenor, Van Hook, and Wilding.

The Board returned to Open Session at 7:32 pm. President Tichenor announced the Board took no action in Closed Session.

President Tichenor asked Mr. Michael Ward to lead the flag salute.

**FLAG SALUTE  
(1.3)**

President Tichenor welcomed all present and invited members of the audience desiring to address the Board to so indicate and they would be recognized.

**WELCOME GUESTS  
(1.4)**

As President Tichenor had received a request to speak form, he moved this item up on the agenda and recognized Ms. Alisha Lopez, a representative from the Valley Community Clinic in North Hollywood, who addressed the Board.

**COMMENTS BY THE  
AUDIENCE FOR ITEMS  
NOT ON THE AGENDA.  
(11.5)**

Ms. Lopez noted she is advocating for COC to become a smoke-free campus. She has conducted several surveys and has met with Dr. Hartley, Dr. Wilding, Ms. Castor, and Ms. Kemmerling. She requested information as to how to move forward with a Board policy change. Some comments were made to Ms. Lopez:

- ✓ Ms. Jenkins suggested Ms. Lopez work through the process of how to change a policy and bring it back to the Board at a future date.
- ✓ Dr. Van Hook outlined the role of the College Policy Council and the process for review that policies go through before being presented to the Board.
- ✓ Mr. Fortine noted he supports the current policy on this subject and felt a smoke-free campus could preclude students from attending college.
- ✓ Ms. MacGregor discussed the Board's process of reviewing policies for a first and second reading on agendas and how changes and suggestions are made.

The Board moved approval of the Agenda with the additional information provided under Item 7.1 for the meeting.

**APPROVAL OF AGENDA  
(1.5)**

Motion: MacGregor                      Second: Fortine                      Record of Board Vote: 5-0  
Student Trustee:                      Aye

The Board moved approval of the minutes of April 28, 2004 and May 5, 2004.

**APPROVAL OF MINUTES  
(4/28/04 and 5/5/04)  
(1.6)**

Motion: MacGregor                      Second: Jenkins                      Record of Board Vote: 5-0  
Student Trustee:                      Abstain

Dr. Van Hook:

**RECOGNITION/  
INFORMATION  
(1.7)**

- ✓ Thanked Mr. Dermody and the Foundation for hosting the Luau in Cougar Den prior to graduation. She also thanked Dr. Wilding and the Student Development Office for all their work towards the event.
- ✓ Congratulated Ms. Sue Albert for the Nursing Graduation/Pinning ceremony on Saturday morning, May 22. It was a touching ceremony.
- ✓ Noted that the Performing Arts Center was featured in a recent magazine issue of *Building Design and Construction*, and featured a nice article

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2003/04-109

The Board moved Approval of Personnel Schedule PERS 2003/2004-16 with the additional information distributed at the meeting.

Motion: Jenkins                      Second: Gillis                      Record of Board Vote: 5-0  
Student Trustee:                      Aye

The Board moved Approval of the Negotiated Agreement Between the Santa Clarita Community College District and the California School Employees Association (CSEA), Chapter 725, for July 1, 2003 to June 30, 2004 and Represented Salary Schedule B Effective 07/01/03.

Motion: MacGregor                      Second: Gillis                      Record of Board Vote: 5-0  
Student Trustee:                      Aye

**APPROVAL OF  
PERSONNEL SCHEDULE  
PERS 2003/2004-16  
(7.1)**

**APPROVAL OF THE  
NEGOTIATED  
AGREEMENT BETWEEN  
THE SCCCD AND CSEA,  
CHAPTER 725, FOR  
07/01/03 TO 06/30/04  
AND REPRESENTED  
SALARY SCHEDULE B  
EFFECTIVE 07/01/03  
(7.2)**

Mr. Gillis noted these contract amendments represent positions that are taking on new responsibilities. Dr. Van Hook noted we have 9 vacant administrator positions at this time and the college has chosen not to fill those. These people have volunteered to take on additional responsibilities and they've been doing so for this past year. We appreciate their efforts and hard work in helping the college in this manner.

Mr. Fortine added that these people are taking on the additional scope of their jobs so we can continue to offer access to students. These people are performing the jobs of 2 or 3 people and performing above and beyond the call. They deserve the proposed increases, due to the tremendous amount of work they have taken on for the past year at the college. The Board encouraged everyone to spread the word around as to how we're continuing to offer programs and not cut classes for our community and the students.

Ms. MacGregor noted these individuals are not highlighted often enough and should be appreciated for what they are doing for the college. She noted that Administrators do not receive automatic step and column raises, similar to faculty or classified staff members.

Ms. Jenkins noted that all employee groups are recognized and rewarded, because the college is managed at a level of excellence which provides financial stability and allows us to offer very competitive salaries. The contracts are negotiated for the larger union groups, but administrator positions are addressed individually.

The Board moved Approval of Administrator Contract Amendments (Dean, District Communication, Marketing and External Relations; Manager, MIS; Supervisor of Reprographics; Vice President, Institutional Development, Technology and Online Services; Director, Grants Development; Director, Public Relations and Marketing; Network Manager) as presented.

Motion: Jenkins                      Second: MacGregor                      Record of Board Vote: 5-0  
Student Trustee:                      Aye

Dr. Gribbons addressed the Board, noting Mr. John McElwain's thanks to the Board for their support to the PIO. He also thanked the Board for the support to the people he supervises, noting they all work so hard for the college on a regular basis. He thanked them for their support of him, also.

Mr. Fortine thanked Dr. Gribbons for the reports his department does, noting they are highly useful and always quality work. Mr. Gillis echoed this, noting the reports are always done in an easy-to-read, concise form, and they appreciate it.

**APPROVAL OF  
ADMINISTRATOR  
CONTRACT  
AMENDMENTS (Dean,  
District Communication,  
Marketing and External  
Relations; Manager, MIS;  
Supervisor of Repro-  
graphics; VP, Institu-  
tional Development,  
Technology & Online  
Services; Director,  
Grants Development;  
Director, Public  
Relations and Marketing;  
Network Manager)  
(7.3)**

The California School Employees Association's (CSEA), Chapter 725, Contract Re-Opener Proposal for 2004-2005 was presented to the Board for review and information. President Tichenor announced a public hearing would be held at the June 9, 2004 meeting.

**PRESENTATION OF CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION'S (CSEA), CHAPTER 725, CONTRACT RE-OPENER PROPOSAL FOR 2004-2005 (7.4)**

The Board moved Approval of Procedure for Implementing Board Policy 109, Student Member, Second Reading.

**APPROVAL OF PROCEDURE FOR IMPLEMENTING BOARD POLICY 109, STUDENT MEMBER, SECOND READING (9.1)**

Motion: MacGregor                      Second: Fortine                      Record of Board Vote: 5-0  
Student Trustee:                      Aye

The Board moved Approval of Board Policy 707: Sale or Disposal of District Property Other Than Land, Second Reading.

**APPROVAL OF BOARD POLICY 707: SALE OR DISPOSAL OF DISTRICT PROPERTY OTHER THAN LAND, SECOND READING (9.2)**

Motion: Jenkins                      Second: MacGregor                      Record of Board Vote: 5-0  
Student Trustee:                      Aye

The Board moved Approval of Acceptance of Resignation (Mr. Roy Weygand) and the Removal of a Member (Mr. J. Conroy) of the Measure "C" Citizens' Oversight Committee.

**APPROVAL OF ACCEPTANCE OF RESIGNATION AND REMOVAL OF MEMBER OF THE MEASURE "C" CITIZENS' OVERSIGHT COMMITTEE (10.1)**

Motion: Fortine                      Second: MacGregor                      Record of Board Vote: 5-0  
Student Trustee:                      Aye

Dr. Van Hook reported that:

**UPDATE ON LEGISLATION (10.2)**

- ✓ The preliminary budget workshop will be presented to the Board tonight and changes (forced costs) will be discussed from the 2003/04 budget. There's still a lot we do not know, but we will know more as June sets in.
- ✓ We received formal confirmation from the Chancellor's Office that the approval of the Canyon Country site will be on the Board of Governors' agenda for approval on July 12<sup>th</sup>.

Dr. Van Hook noted that:

**INITIAL BUDGET WORKSHOP FOR FISCAL YEAR 2004/05 (5.1)**

- ✓ The State budget updates (a result of the May Revise) have been given to the Board members under separate cover.
- ✓ She will be going to Los Angeles Community College District this Friday, where the LACCD Chancellor Peter Landsberger has initiated a round-to with a four CEOs, with varying opinions about where the money should go in the state budget. She has been invited as the equalization representative. They are hoping to identify ways we can move forward in the 2005/06 budget to accomplish some progress on all of our initiatives/interests.

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2003/04-111

The Initial Budget Workshop for Fiscal Year 2003/04 was presented as information to the Board. Ms. Sharlene Coleal provided an overview in a PowerPoint presentation. Some topics of discussion included:

- ✓ Impact of State Budget on COC in 2002/03 and 2003/04
- ✓ COC Revenue decline as a result of statewide budget cuts
- ✓ Grant Dollars received
- ✓ Capital Improvements funded by the budget
- ✓ Changes in the State Budget proposal
- ✓ 2004/05 Tentative Budget Preliminary Revenue projections
- ✓ 2004/05 Forced Costs in the Tentative Budget
- ✓ 2004/05 State budget update

Mr. Dermody noted that:

- ✓ He appreciated the Foundation and Ms. Michele Edmonson's help in putting together the breakfast for our graduates. He also thanked Dr. Van Hook for providing the floral leis distributed at the faculty luau party.

Ms. Mayer had nothing to report.

Dr. Van Hook reported that:

- ✓ The VIA In Action Breakfast will be held June 11 at COC. Tours will be held on campus and the Board is invited to attend.
- ✓ She enjoyed the scholarship luncheon held in the Cougar Den. She hopes more donors can be present at future events and enjoyed the two student speakers. She sent letters to all the donors thanking them for their support.
- ✓ The breakfast for the graduates was quite enjoyable. The faculty suggested we hold these breakfasts for groups of 50 throughout the year, as it allowed many of these faculty members to interact with their peers in an enjoyable environment.
- ✓ She is excited about the new Foundation Board members that are on board. The installation dinner was a great success and Mr. Zimmer will be a wonderful chairman of the Board. She appreciated President Tichenor presenting Mr. Dietz with a Resolution in honor of his years of service on the Foundation Board.
- ✓ She has been invited to serve on the Facey Foundation Board. With the nursing program and its expansion, it will provide an opportunity to network with them on a different, yet effective level.
- ✓ She looked at another possible site for temporary expanded access in Canyon Country. At the same time, Dr. Hartley talked with the Hart District about acquiring extra space at Golden Valley High School, since they will not be housing 11<sup>th</sup> or 12<sup>th</sup> grades right away. They indicated they are willing to give us up to 14 classrooms for our use. We are working to finalize the details to expand access in Canyon Country in the fall of 2004.

Ms. Coleal noted that:

- ✓ She appreciated Ms. Grandgeorge and Ms. Haywood's help in putting together the information for the initial budget workshop tonight, as well as Ms. Mary Ann Bardin's assistance with the PowerPoint presentation.

**INITIAL BUDGET  
WORKSHOP FOR  
FISCAL YEAR 2004/05  
(5.1) con't**

**ACADEMIC SENATE  
REPORT  
(11.1)**

**CLASSIFIED  
COORDINATING  
COUNCIL REPORT  
(11.2)**

**SUPT-PRESIDENT'S  
REPORT  
(11.3)**

Dr. Hartley reported that:

- ✓ While we have wrapped up another successful year, we are now gearing up for next year, as we look toward finalizing the small details with the Performing Arts Center.
- ✓ The ISP program and Dena Maloney helped to formulate a concept of a China Institute. One of our Chinese students is helping to open some doors for us in China. Next year, we are looking forward to having a comprehensive program that turns our educational attention towards Asia.

Dr. Wilding had nothing to report.

Mr. Vanover noted that:

- ✓ The ASG officers will hold a workshop for new officers next Tuesday.
- ✓ The ASG's goal is to get out into the community and visit high schools to make them aware of what the ASG officers do on campus.

Mr Gillis attended and enjoyed this year's commencement, noting it is the pinnacle of the year for students and staff members alike.

Mr. Fortine announced that he attended Senator Knight's funeral, which was attended by several astronauts and the Governor. He attended the HITE/Honor's dinner, the VIA luncheon, a Michael Hoefflin Foundation kick-off meeting, and performed an interview on KHTS radio. He also attended the Foundation installation dinner, and has a China delegation meeting this weekend with City and Chamber representatives. They will be coming to talk with us about economic development.

Ms. Jenkins announced she had attended the VIA Luncheon and a committee meeting for a group putting together an Athletic Hall of Fame recognition for the College. It will be held on January 20, 2005 at the Hyatt. She also participated in the Child Development Center's review of grant materials for next year's grants, as part of their requirement was to have a Board member participate in the review.

Ms. MacGregor attended the breakfast for the graduates, the scholarship luncheon, the faculty luau prior to graduation, commencement, and the Foundation installation meeting and dinner.

Mr. Tichenor noted he had attended the graduates' breakfast, the HITE/Honor's dinner, the Foundation installation dinner, the scholarship luncheon and the graduation ceremony.

Ms. MacGregor requested:

- ✓ A list of cuts made by department heads for this past year and a comparison of what cuts are one-time or on-going cuts be provided to the Board members at the next meeting.
- ✓ She also requested the final in-kind donation list from the Foundation.

**REPORTS BY STUDENT  
TRUSTEE, STAFF  
MEMBERS, AND BOARD  
MEMBERS  
(11.4)**

**REQUESTS/RECAP OF  
REQUESTS MADE  
DURING THE MEETING  
BY BOARD MEMBERS  
TO HAVE AN ITEM ON A  
FUTURE AGENDA  
(11.6)**

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**2003/04-113**

President Tichenor announced the next meeting would be held on Wednesday, June 9, 2004 at 5:00 pm for Closed Session, 6:30 pm for Open Session, in S-132, Staff Dining Room, College of the Canyons Student Center.

**ANNOUNCEMENT OF  
NEXT MEETING  
(06/09/04) AND  
ADJOURNMENT  
(12)**

There being no further business, the meeting was adjourned at 9:14 p.m.

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Mrs. Michele R. Jenkins, Clerk  
Board of Trustees  
Santa Clarita Community College District

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

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