

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES****BUDGET WORKSHOP AND BUSINESS MEETING****WEDNESDAY, JUNE 9, 2004****MINUTES**

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, June 9, 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 (arrived 5:10 pm, departed 5:25 pm; returned 7:22 pm; family emergency)  
 Mr. Ronald E. Gillis  
 Mrs. Michele R. Jenkins  
 Mrs. Joan W. MacGregor  
 Mr. Ernest L. Tichenor  
 Mr. Steven Vanover, Student Trustee

**Others Present:** Dr. Philip L. Hartley, Executive Vice President/Assistant Superintendent  
 Ms. Sharlene Coleal, Dean, Business Services  
 Dr. Barry Gribbons, VP, Institutional Development, Technology & Online Services  
 Mr. Jim Schrage, Dean, Physical Plant and Facilities Planning  
 Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

President Tichenor declared a quorum and called the meeting to order at 5:04 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: Dr. Phil Hartley  
 Part Time Faculty United-AFT Local 6262  
*(pursuant to Government Code §54957.6)*
- 1.2b Conference with Labor Negotiator  
 Santa Clarita Community College District Representative: Dr. Phil Hartley  
 College of the Canyons Faculty Association (COCFA)  
*(pursuant to Government Code §54957.6)*
- 1.2c Public Employee Appointments  
 Titles: Senior Human Resources Analyst  
 Webmaster  
*(pursuant to Government Code §54957)*
- 1.2d Conference with Real Property Negotiator  
 Property: South End of Campus, Proposed University Center Site  
 Agency Negotiator: Ms. Sharlene Coleal  
*(pursuant to Government Code §54956.8)*

**CLOSED SESSION  
 (1.2)**

Those present in Closed Session were Coleal, Fortine (briefly), Gillis, Gribbons, Hartley, Jenkins, MacGregor, Schrage, and Tichenor.

The Board returned to Open Session at 7:04 pm. President Tichenor announced the Board took no action in Closed Session.

President Tichenor asked Dr. Gribbons 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)**

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

**APPROVAL OF AGENDA  
(1.5)**

Motion: MacGregor                      Second: Gillis                      Record of Board Vote: 4-0  
Student Trustee:                      Aye

President Tichenor announced that Dr. Hartley has taken a position as President at West Valley College. He noted the Board appreciates the service he has given to this District and wished him luck in his future endeavors. Dr. Gribbons, on behalf of Dr. Van Hook, presented Dr. Hartley with an engraved bottle of champagne as a token of the District's appreciation.

**RECOGNITION/  
INFORMATION  
(1.6)**

Dr. Hartley noted he has had an outstanding experience at COC and appreciated the gift and support from the Board.

The Board removed Item 7.1 for separate approval. They moved approval of the remainder of the Consent Calendar, with the corrections as distributed at the meeting for Item 8.1 as noted below:

**CONSENT CALENDAR  
(2)**

- 3.1 Approval of Contract Between Santa Clarita Community College District and *Journeys of Discovery* for Educational Travel Europe—Music and History
- 3.2 Ratification of Agreement Between Santa Clarita Community College District and Bowman Consulting
- 3.3. Approval of Amendment Between Santa Clarita Community College District and the City of Santa Clarita for Canyon Country ACCESS
- 3.4 Approval of Agreement Between Santa Clarita Community College District and Gruber Systems
- 3.5 Approval of Agreement Between Santa Clarita Community College District and Atomics Aeronautical Systems
- 5.1 Approval of Purchase Order Schedule PO 03/04-11
- 5.2 Approval of Travel Authorizations Schedule T 03/04-12
- 5.3 Approval of Authorization for Cash Loan—General Fund to State Construction Fund (Fund 41)
- 5.4 Approval/Ratification of Interfund Transfers
- 5.5 Approval of Authorization for Cash Loans—Annual Renewal of Existing Loans for Fiscal Year 2004-2005
- 5.6 Approval of Resolution No. 2003/04-25: 2004/05 Retroactive Pay for Unrepresented Personnel
- 6.1 Approval of Notice of Completion for the Relocation of Modular Structures
- 6.2 Approval of Contract for Master Architectural and Engineering Services for the Electrical Master Plan
- 6.3 Approval of Contract with Lawrence R. Moss & Associates for Landscape and Irrigation Design
- 6.4 Approval of Professional Services Agreement with Merle Cannon
- 6.5 Approval of Contract with SubSurface Designs, Inc. for Soils Report for the Reprographics Building
- 6.6 Approval of Contract with SubSurface Designs, Inc. for Soils Report for the University Center
- 6.7 Approval of Change Orders for the Performing Arts Center
- 6.8 Approval of Contract for the Music/Dance Building
- 6.9 Approval of Contract for Architectural and Engineering Services for the Central Plant Expansion Project
- 6.10 Approval of Change Orders #03 - #13 for the New Warehouse Facility
- 7.2 Approval of College of the Canyons Faculty Association (COCFA) Memorandum of Understanding to Conclude Section 8 of the Tentative Agreement Ratified on 12/3/03 for Fiscal Year 2003-2004

- 7.3 Approval of Administrator’s Employment Contract (Director, Professional Development)
- 7.4 Approval of Administrator’s Employment Contract (Director, Facilities Services)
- 7.5 Approval of Administrator’s Employment Contract (Senior Research Analyst)
- 7.6 Approval of the Center for Early Childhood Education Department Adult Hourly Salary Schedule Effective 7/1/04
- 8.1 Approval of Contract Between Santa Clarita Community College District and XAP Corporation
- 8.2 Approval of Contract Between Santa Clarita Community College District and the Foundation for California Community Colleges for Hosting Services for Blackboard Course Management System
- 8.3 Approval of Renewal for Datatel Software Products
- 8.4 Approval of Renewal Agreement Between the Santa Clarita Community College District and ROC Software

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

On behalf of the Board, Ms. Jenkins noted the Board is pleased to approve additional compensation and payments for services that have been performed by district employees, as well as a large section of reclassifications/reorganizations presented on this item. The District is in good financial health which allows such benefits to be provided to these employees. Ms. MacGregor echoed these comments and noted it would be helpful for everyone to understand the total dollar amount these changes represent. Ms. Jenkins agreed with this request, noting it would provide a good insight for the Board.

**APPROVAL OF  
PERSONNEL SCHEDULE  
PERS 2003/04-17  
(7.1)**

Ms. MacGregor suggested that these departments could provide a presentation to the Board as to how many people are in the department, what roles and jobs are being performed, what changes have been made and what the scope of the work being done in each department covers. Mr. Gillis noted that as the college is growing, the responsibilities are shifting and being adjusted constantly. Therefore, we have to develop these reclassifications and make changes accordingly. Dr. Hartley thanked the Board for their understanding and support of the recommended changes.

The Board moved approval of the Personnel Schedule PERS 2003/2004-17, with the corrected information discussed and distributed at the meeting, as noted below:

**B. CLASSIFIED PERSONNEL**

**1. Employment – Regular**

Groundskeeper II, **Pedro Acevedo**, Groundskeeper II, **Classified Represented Salary Schedule B, Range 15, Step 2 (\$2,697), effective July 1, 2004.**

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

The Board moved Approval/Ratification of Budget Transfers as follows:

**APPROVAL/RATIFICATI  
ON OF BUDGET  
TRANSFERS  
(5.7)**

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

**Board of Trustees Minutes –Business Meeting  
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2003/04-117

The Financial Report—Month Ending April 30, 2004 was presented as information to the Board of Trustees.

**FINANCIAL  
REPORT—MONTH  
ENDING 04/30/04  
(5.8)**

The College of the Canyons Faculty Association's (COCFA), CTA/NAE, contract Re-Opener Proposal for 2004-2005 was presented as information. A public hearing will be conducted at the June 23, 2004 Board meeting.

**PRESENTATION OF THE  
COCFA, CTA/NAE,  
CONTRACT RE-OPENER  
PROPOSAL FOR 2004/05  
(7.7)**

The Public Hearing on the California School Employees Association's (CSEA), Chapter 725, Contract Re-Opener Proposal for 2004/05 was opened for any public input. There was none.

**PUBLIC HEARING ON  
THE CSEA, CHAPTER  
725, CONTRACT RE-  
OPENER PROPOSAL  
FOR 2004/05  
(7.8)**

The Santa Clarita Community College District's Contract Re-Opener Proposal with the College of the Canyons Faculty Association (COCFA), CTA/NEA, for 2004/05 was presented as information. A public hearing will be conducted at the June 23, 2004 Board meeting.

**PRESENTATION OF  
SCCCD's CONTRACT  
RE-OPENER PROPOSAL  
WITH THE COCFA,  
CTA/NEA, FOR 2004/05  
(7.9)**

The Santa Clarita Community College District's Contract Re-Opener Proposal with the California School Employees Association (CSEA), Chapter 725, for 2004/05 was presented as information. A public hearing will be conducted at the June 23, 2004 Board meeting.

**PRESENTATION OF  
SCCCD's CONTRACT  
RE-OPENER PROPOSAL  
WITH THE CSEA,  
CHAPTER 725, FOR  
2004/05  
(7.10)**

Dr. Hartley reported that:

- ✓ The legislature is in full swing and the Governor's budget proposal is holding. Of particular interest are negotiations concerning the equalization funds. Attempts to have that money diverted have not been successful so far, which is to our benefit. Our sources indicate we still may have a state budget by June 30<sup>th</sup>.
- ✓ A bill of particular interest is a one that eliminates the provision of the number of high school students a principal can certify to attend a community college at any time. This bill will be going to the floor in the near future.

**UPDATE ON  
LEGISLATION  
(10.1)**

Mr. Dermody was not present.

**ACADEMIC SENATE  
REPORT  
(11.1)**

Ms. Mayer had nothing to report.

**CLASSIFIED  
COORDINATING  
COUNCIL REPORT  
(11.2)**

Dr. Hartley reported that:

- ✓ This Friday, the College will join the nation in honoring President Ronald Reagan. At 10:15am PST, we will ring our chimes 40 times, in honor of the nation's 40<sup>th</sup> President. President Reagan was part of the College's history back when he was Governor of California, participating in the dedication of the Bonelli Building. The college will be open for business.
- ✓ He was on KHTS radio station last week and was interviewed about the Performing Arts Center, among other college items.

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

Ms. Coleal noted that:

- ✓ She thanked the Board for their support of one of her employees who appeared on Item 7.1.

Mr. Vanover noted that:

- ✓ The new senate is officially in place and they are starting to set their goals for the coming year for the campus and the community in general.

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

Mr Gillis had nothing to report.

Mr. Fortine announced that his wife has been installed as the president of Zonta. He attended a dedication ceremony for a plaque installed in downtown Newhall for Carmen Sarro. The China Conference group met and China has invited us to send a delegation to their country, hopefully sometime in October. Ms. Dena Maloney and Mr. Peter Bellas are heading up this effort. He congratulated the college as being a leading force in the area of economic development. He attended the Memorial Day services at Eternal Valley, sponsored by the Chamber. Mr. Art Cornelius, a Foundation Board member, was the keynote speaker and he gave a very poignant speech. He attended the Academy of the Canyons graduation, the WineClassic at COC, and participated in the advisory Board meeting for KHTS radio.

Ms. Jenkins had nothing to report.

Ms. MacGregor attended the Academy of the Canyons graduation and is looking forward to the VIA in Action Breakfast on Friday.

Mr. Tichenor noted he has an appointment to be interviewed on KHTS on June 24<sup>th</sup> to help promote the Junetoberfest being held at COC on June 26<sup>th</sup>.

None.

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

Ms. MacGregor noted she would like the Board to receive:

- ✓ A list of our attorneys and their roles (as noted in the Closed Session meeting);
- ✓ The list of cuts made by departments, which she knows Ms. Coleal and her department is working on; and
- ✓ An analysis of the total dollar volume associated with the changes presented on the Personnel Schedule at the meeting tonight.

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

**Board of Trustees Minutes –Business Meeting  
June 9, 2004**

**2003/04-119**

President Tichenor announced the next meeting would be held on Wednesday, June 9, 2004 at 4:00 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  
(06/23/04) AND  
ADJOURNMENT  
(12)**

There being no further business, the meeting was adjourned at 8:00 p.m.

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

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Dr. Philip L. Hartley  
Executive Vice President/Assistant Superintendent  
College of the Canyons

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