

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, JUNE 14, 2006
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, June 14, 2006, by President Bruce Fortine, 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 (arrived 5:12 pm)
 Mrs. Joan W. MacGregor
 Mr. Steve Pemberton, Student Trustee

Members Absent: Mr. Ernest L. Tichenor (out of town)

Others Present: Dr. Dianne Van Hook, Superintendent-President
 Ms. Sharlene Coleal, Vice President, Business Services
 Dr. Michael Wilding, Interim Asst. Superintendent/VP, Student Services
 Dr. Barry Gribbons, VP, Institutional Development, Technology & Online Services/ Interim Asst Superintendent
 Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Presenters/ Guests: Mr. Jim Schrage, Dean, Physical Plant & Facilities Planning
 Ms. Sue Bozman, Dean, District Communications, Marketing & External Relations

President Fortine declared a quorum and called the meeting to order at 5:07 p.m. The Board moved to Closed Session. **Quorum Established (1.1)**

The Board discussed the following items: **Closed Session (1.2)**

1.2a 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)

1.2b 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)

1.2c Student Discipline and Records
 Student ID #0173494
(pursuant to Education Code §72122)

1.2d Conference with Legal Counsel – Anticipated Litigation – One Case
(pursuant to Government Code §54956.9)

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

The Board adjourned Closed Session at 5:45 p.m. for dinner.

The Board reconvened the meeting with Open Session at 7:30 p.m. President Fortine announced the Board took no action in Closed Session.

President Fortine asked Mr. Schrage to lead the flag salute. **Flag Salute (1.3)**

**Board of Trustees Minutes – Business Meeting
June 14, 2006**

2005/06-110

President Fortine 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 for the meeting (with the revision of Item 5.8 and the additional information presented for Item 7.1) as follows:

**Approval of Agenda
(1.5)**

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

The Board moved approval for the minutes of 05/24/06 and 06/01/06 as follows:

**Approval of Minutes
(05/04/06 and 06/01/06)
(1.6)**

Motion: MacGregor Second: Jenkins Record of Board Vote: 3-0-1
Abstain: Gillis
Student Opinion: Aye

Dr. Van Hook:

**Recognition
(1.7)**

- ✓ Thanked the Board members for being present at so many of the year-end events.
- ✓ Thanked Ms. Bozman for the bookmarks that have been designed by the Public Information Office staff and are being distributed at Barnes & Noble in our service area.

Mr. Fortine added that at this year's graduation, he had a student ask if he could have a separate photo taken with him after the ceremony, similar to what Mr. Fortine had done with this student's girlfriend after last year's graduation.

Dr. Van Hook announced Item 8.2 was being removed from the agenda due to changes in the contract, and it will be brought back at a future meeting. Ms. MacGregor had questions on several items, which were addressed individually. Item 5.10 was removed for separate approval. The Board moved approval of the remainder of the Consent Calendar with the revisions/removal of said items, and the additional information presented for Item 7.1 as noted below:

**Consent Calendar
(2)**

- 3.1 Approval of Agreement Between Santa Clarita Community College District and Santa Clarita Valley Quality Care, Olive View Medical Center-County of Los Angeles and Meet Every Need with Dignity
- 5.1 Approval of Purchase Order Schedule PO 05/06-11
- 5.2 Approval of Travel Authorizations Schedule T 05-06-12
- 5.3 Approval/Ratification of Interfund Transfers
- 5.4 Approval of Independent Contractor Professional Services Agreement with Briggs, Kim & Martinez, LLP, to Provide Accounting Services Related to the College of the Canyons Foundation Fiscal Year 2005-2006 Financial Records and Audit
- 5.5 Approval of Authorization for Cash Loans – Annual Renewal of Existing Loans for Fiscal Year 2006-2007
- 5.6 Approval of Proposal from Vavrinek, Trine, Day & Co., LLP, for Agreed-Upon Procedures Related to General Obligation Bonds, Fiscal Year Ending June 30, 2006
- 5.7 Approval of Resolution No. 2005/06-26: 2006/07 Retroactive Pay for Unrepresented Personnel
- 5.8 Approval of Agreement with TBWB Public Financial Strategies
- 6.1 Approval of Escrow Account for Energy Conservation Equipment Installation Contractor for Central Plant Project
- 6.2 Approval of Professional Services Agreement with Fredrick E. Little for Inspection Services for the North Central Plant Project
- 6.3 Approval to Renew Service Agreement with York International Corporation for Chiller Maintenance
- 6.4 Approval to Award Contract for Project Management Services with Klassen Corporation for Fiscal Year 2006/07
- 6.5 Approval of Contract with SimplexGrinnell for Campus Fire Detection and Alarm System
- 6.6 Approval of Change Orders for Laboratory Expansion Construction Project

7.1 Approval of Personnel Schedule PERS 2005/2006-20

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

A. ACADEMIC PERSONNEL

1. Employment - Regular

Mark Ratner, Animation Instructor (One-year contract instructor), effective start date **August 21, 2006**. **Salary is pending**. Temporary replacement for Sheila Sofian.

3. Employment, Temporary Hourly as Needed

Multiple Adjunct / Noncredit Instructors presented for approval

B. CLASSIFIED PERSONNEL

2. Employment – Regular

Edwin Abrenica, Instructional Laboratory Technician (Chemistry), **Classified Represented Salary Schedule B, Range 25, Step 3 (\$3,640)**, start date pending.

3. Employment – Adult Hourly – various levels

(additional name(s) presented for approval)

6. Other

g. Volunteers **(additional name(s) presented for approval)**

C. MANAGEMENT PERSONNEL

2. Employment – Regular

Kari Meehan-Soffa, Accounting Supervisor, **salary \$72,000 annually, effective June 15, 2006**.

8.1 Approval of Renewal of Contract Between the Santa Clarita Community College District and 1099 Pro, Inc.

~~8.2 Approval of Agreement Between the Santa Clarita Community College District and StartupNation~~

8.3 Approval of Agreements Between Santa Clarita Community College District/MIS Department and Datatel for Partner Specific Products (Unidata/AccessLink Licensed Products, e-Commerce Client Report and e-Commerce Licensed Products, and SecuritySmith Licensed Products)

8.4 Approval of Renewal of Agreement Between the Santa Clarita Community College District and EPOS/TIER Software

8.5 Approval of Renewal of Agreement Between Santa Clarita Community College District and Datatel Software Products

Motion: Jenkins

Second: MacGregor

Record of Board Vote: 4-0
Student Trustee: Aye

Ms. MacGregor asked if it would be possible for the Board receive a quarterly accounting of costs the District is putting into the Foundation via direct input (a supplemental section of the quarterly financial report that is not sent to the Chancellor's Office). It would reflect any direct costs the District contributes to the Foundation.

5.10 Approval of Ground Lease Between Santa Clarita Community College District and College of the Canyons Foundation

**Item(s) Removed from
the Consent Calendar
for Separate Approval
(Item 5.10)**

This item was removed for separate approval. Ms. Coleal provided an overview of the lease, and Mr. Joe Klocko, Vice-Chair, COC Foundation Board of Directors provided a current status of the coffee kiosk project. There was a short question and answer period. The Board moved approval of the Ground Lease Between the Santa Clarita Community College District and the COC Foundation.

Motion: Jenkins

Second: Gillis

Record of Board Vote: 4-0
Student Trustee: Aye

The Board moved Approval of Payments for Supplemental Services for Full-Time Faculty, noting this is additional income for faculty members, over and above regular salary and benefits.

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

Dr. Van Hook provided an overview of the sabbatical requests. The Board moved Approval of Sabbatical Leave Requests for Spring 2007 (Dr. Deanna Davis, Ms. Diane Morey and Ms. Dorothy Minarsch).

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

Ms. Jenkins inquired as to the discontinuation of this sport's impact on Title IX compliances. Dr. Wilding discussed the challenges with this program, highlighted how the College will approach other options for female athletes, and noted that with our PE addition in the works, we may have the opportunity to add women's and/or men's tennis to our list of collegiate sports. The Board moved Approval to Discontinue Women's Water Polo as an Intercollegiate Sport at College of the Canyons.

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

The Board moved Approval of Agreement Between Santa Clarita Community College District and Benefit Software, Inc.

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

The Board moved Approval /Ratification of Budget Transfers.

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

Ms. Bozman was present, and noted this equipment will stuff envelopes at a faster rate than doing it manually, as we are currently doing. The Board moved Approval of Resolution 2005/06-25: Authorizing the Santa Clarita Community College District to Enter into an Equipment Lease Purchase Agreement with Pitney Bowes; and Authorizing and Approving Certain Actions in Connection Therewith.

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

The Board moved Approval of Equipment Lease Purchase Agreement for Pitney Bowes D1950 Envelope Inserting System

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

Approval of Payments for Supplemental Services for Full-Time Faculty (3.2)

Approval of Sabbatical Leave Requests for Spring 2007 (Dr. Deanna Davis, Ms. Diane Morey and Ms. Dorothy Minarsch) (3.3)

Approval to Discontinue Women's Water Polo as an Intercollegiate Sport at College of the Canyons (4.1)

Approval of Agreement Between SCCCD and Benefit Software, Inc. (5.11)

Approval /Ratification of Budget Transfers (5.12)

Approval of Resolution 2005/06-25: Authorizing the SCCCD to Enter into an Equipment Lease Purchase Agreement with Pitney Bowes; & Authorizing and Approving Certain Actions in Connection Therewith (5.13)

Approval of Equipment Lease Purchase Agreement for Pitney Bowes D1950 Envelope Inserting System (5.14)

The Board moved Approval of Authorization for Cash Loan - College of the Canyons Foundation Program Fund (Fund 82) to College of the Canyons Foundation Operating Fund (Fund 81)

**Approval of
Authorization for Cash
Loan - COC Foundation
Program Fund (Fund
82) to COC Foundation
Operating Fund (Fund
81)
(5.15)**

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

Ms. MacGregor requested information on how to track the money assigned in “Funds for the Future” and inquired also how Board members could obtain information on this fund. She suggested the income and revenue be kept in a trackable ledger sheet for ease of obtaining this information. Dr. Van Hook noted it would be great to have a tracking of where the request came from, what the money was being used for, as well as a running balance.

The Board was presented with the Financial Report – Month Ending April 30, 2006 as information.

**Financial Report –
Month Ending April 30,
2006
(5.16)**

Mr. Fortine distributed a memo to each Board member, summarizing the history of this representation. In addition:

**Approval of
Appointment of a
Representative from
the SCCCD Board of
Trustees to the COC
Foundation Board of
Directors
(10.1)**

- ✓ His recommendation would be to adhere to the existing procedure or make it an option for anyone to be the representative.
- ✓ Dr. Van Hook recommended the Board not connect it to an officer, but allow it to float according to availability, flexibility and time to devote to the Foundation Board.
- ✓ Mr. Fortine added he would like to have the Board return to address this as a formal procedure at a future meeting.
- ✓ Mr. Gillis thanked Ms. MacGregor for her hard work as the Foundation representative on behalf of the Board.

Ms. MacGregor moved to nominate Ms. Jenkins as the Representative from the Santa Clarita Community College District Board of Trustees to the COC Foundation Board of Directors.

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

Dr. Van Hook noted that:

**Update on Legislation
(10.2)**

- ✓ The concurrent enrollment bill will be heard on June 21 in the Assembly Education Committee. Mr. Eric Harnish will attend on her behalf.
- ✓ The Conference Committee completed their work on the community college budget. She distributed a summary done by Ms. Grandgeorge, showing the benefit to our College and potential opportunities for reimbursements. We have the potential to gain \$3 million back from these budget recommendations if they are included in the actual Budget Bill passed by the legislature.

Ms. Jenkins added that:

- ✓ She will be sitting on the Chancellor’s newly formed Concurrent Enrollment and California High School Exit Examination (CAHSEE) committee to look at what community colleges can do to assist those students who do not pass the high school exit exam. They will meet this Friday in Sacramento. When Chancellor Drummond visited COC in May, Dr. Van Hook passed on suggestions from our administrators as to the role community colleges can play. The committee is comprised of CEOs, Administrators, and Trustees from 6 Districts across the state.
- ✓ She had previously announced Ms. Kay Albiani was promoting the idea to have a Board member sit on the Consultation Council to the Board of Governors, but that has been put on hold for now.

Mr. Dermody is on summer break and not present at the meeting.

**Academic Senate
Report
(11.1)**

Ms. Mayer had nothing to report.

**Classified Coordinating
Council Report
(11.2)**

Dr. Van Hook announced that:

- ✓ Ms. Tammy Castor, Director of Security sent her a letter commending Officers Dave Brush and Ed Arambula on their professional and outstanding work handling a potentially dangerous situation which occurred on campus. She read Ms. Castor's letter to the Board.
- ✓ Prior to our next Board meeting, we will be scheduling a tour of the new Science Lab Expansion Building at 4:15 pm on June 28th.
- ✓ She appreciated everything Dr. Wilding did last week in getting the graduates organized for the ceremony.
- ✓ She also extended her thanks to Ms. Bozman for providing her leadership to the Wine Classic held for the SCV Youth Orchestra.

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

Dr. Wilding had nothing to report.

Dr. Gribbons had nothing to report.

Ms. Coleal had nothing to report.

Mr. Pemberton noted that:

- ✓ He graduated on June 9th.

**Reports by Student
Trustee, Staff
Members, and Board
Members
(11.4)**

Ms. MacGregor noted she attended the following:

- ✓ A recap of the scholarly presentation (the fall presentation will be held in the evening hours), new employee lunch, Harvey Mudd College graduation for minority students, HITE dinner, Classified Employees Appreciation Lunch, PTA Council Dinner for the SCV, Chamber lunch, graduate's breakfast as a server, PAC Volunteers Appreciation dinner. She announced she will be attending the "Emerging Women" Soroptimist Lunch, the Foundation Board Installation Dinner, and that she will be one of the speakers at the Realtor's Breakfast on June 27th, which will be from 8:00 to 9:30.

Mr. Gillis had nothing to report.

Ms. Jenkins noted she:

- ✓ Signed off as a Board member on the Early Childhood Education Center's State Grant requirement. She also attended the PTA Council Dinner, and the PAC Volunteers Appreciation Dinner.

Mr. Fortine noted he attended:

- ✓ Most of the events mentioned by Ms. MacGregor, along with the PAC Volunteers dinner, and the Boys and Girls Club Auction.

None.

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

Ms. MacGregor requested:

- ✓ The detailed report/update on the District fund discussed under Item 5.15.
- ✓ Clarification about the Ethics Training being offered by the City. Ms. Mayer will contact the CCLC to see if training offered at the recent Trustee's Conference would qualify as similar training.
- ✓ A draft procedure regarding the representative from the Board to the Foundation Board for future use.

President Fortine announced the next meeting will be on Wednesday, June 28, 2006 and will be a Budget Workshop/Business Meeting. A tour will be held at 4:15pm for anyone wanting to see the Science Lab Expansion Building. Closed Session will begin at 5:00 pm for Closed Session, and 6:30 pm for Open Session.

There being no further business, the meeting was adjourned at 9:30 p.m.

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

**Announcement of Next
Meeting (06/28/06) and
Adjournment
(12)**

Mr. Ernest L. Tichenor, Clerk
Board of Trustees
Santa Clarita Community College District

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

Entered in the proceedings of the District _____