

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUDGET WORKSHOP AND BUSINESS MEETING
WEDNESDAY, JUNE 23, 2004
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, June 23, 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 VP, Human Resources and Student Affairs
 Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

President Tichenor declared a quorum and called the meeting to order at 5:10 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. Michael Wilding
 Confidential Classified Employees
(pursuant to Government Code §54957.6)
- 1.2b Public Employee Appointment
 Title: Purchasing Agent
(pursuant to Government Code §54957)
- 1.2c 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)
- 1.2d Conference with Labor Negotiators
 Santa Clarita Community College District Representatives:
 Dr. Phil Hartley and Dr. Michael Wilding
 Part Time Faculty United-AFT Local 6262
(pursuant to Government Code §54957.6)

**CLOSED SESSION
 (1.2)**

Those present in Closed Session were Coleal, Fortine, Gillis, Hartley, Jenkins, MacGregor, Tichenor, Van Hook and Wilding.
 The Board returned to Open Session at 6:49 pm. President Tichenor announced the Board took no action in Closed Session.

President Tichenor asked Mr. Jim Schrage 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. Mr. Tichenor asked the audience members to introduce themselves.

**WELCOME GUESTS
 (1.4)**

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2003/04-121

Dr. Hartley recommended that the Board table Item 7.10 until the Board members have an opportunity to meet with the District's attorney in a special session set for next week. He noted the Board understands the importance of this contract and they do not want to delay it. The public hearing for this contract will take place on July 14, as originally planned, and tabling this item will not slow the timeline.

The Board moved to table Item 7.10 as outlined by Dr. Hartley.

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

The Board moved approval of the Agenda, with Item 7.10 being tabled, as follows:

**APPROVAL OF AGENDA
(1.5)**

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

Ms. Jenkins requested a small addition to her comments from May 26, 2004 under Item 7.3. The Board moved approval of the minutes for May 12, 2004, May 26, 2004 and June 9, 2004. Ms. MacGregor requested that in the future, the minutes become less narrative in structure and remain strictly "action minutes."

**APPROVAL OF MINUTES
(5/12/04, 5/26/04, and
6/9/04)
(1.6)**

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

Dr. Van Hook:

**RECOGNITION/
INFORMATION
(1.7)**

- ✓ Complimented Ms. Cindy Grandgeorge, Mr. Jim Schrage and Ms. Cynthia Fernando. Mr. Schrage worked to spend as much as possible of the \$811,350 we received from the State of California for scheduled maintenance funds. Ms. Grandgeorge and Ms. Fernando were tracking these expenditures. Through their combined efforts, COC reverted only \$576 to the State.
- ✓ Introduced and congratulated Ms. Cathy Ritz, Director of Annual Giving, Ms. Pamela Weldon, Director of Employee Training Institute, and Ms. Carolishca Forster– Director, CalWORKS, who were honored for Academic Achievement at the Honors Convocation at CSUN. All graduating graduate students with a cumulative GPA of 3.885 or better were eligible for recognition.

Ms. Ritz and Ms. Forster were also inducted into the Phi Kappa Phi Honors Society, having maintained a 4.0 GPA throughout their entire graduate coursework. This is reserved for scholars within the top 5% in the country. Ms. Forster also won the top Phi Kappa Phi Judge Julian Beck Scholarship for outstanding scholastic achievement with a cumulative grade point average of 4.0, and dedicated community service.

Mr. Fortine thanked Ms. Weldon for being part of the team that orchestrated the successful China Conference, noting it was a magnificent undertaking and she was a pleasure to work with.

- ✓ Announced this is Dr. Hartley's last regularly scheduled Board meeting at COC. She noted the District is fortunate to have someone of his stature and we will miss him. His last day will be August 6th and we'll plan a going away party in conjunction with the opening of the Performing Arts Center.

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CONSENT CALENDAR

Ms. MacGregor requested to remove Item 7.1 for separate approval. The Board moved approval of the Consent Calendar as noted below:

(2)

- 3.1 Approval of Agreement Between the Santa Clarita Community College District and Santa Clarita Water Polo Club
- 3.2 Approval of Training Contract Between the College of the Canyons and the Los Angeles Police Department
- 3.3 Approval of Resolution 2003/04-26: Permission to Transact Child Development Agreement GPKR-3264 with the California Department of Education for Child Development Services
- 6.1 Approval of Notice of Completion for the Campus Marquee Project
- 6.2 Approval of Revision to Change Order #07 to Conrod Concrete for the Performing Arts Center Project
- 7.2 Approval of Administrator's Employment Contract (Director, Human Resources)
- 7.3 Approval of Administrator's Employment Contract (Assistant Director, Computer Support and Online Services)

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

Ms. MacGregor noted that when faculty members reach tenure, it's exciting and should be noted separately. Dr. Hartley presented background information about each of the twenty-nine tenured faculty members presented on the Personnel Schedule. He noted many of these individuals have helped the college to grow and expand in their departments and the curriculum that is offered to the benefit of our students. The Board noted they are pleased to offer the tenure status to each of these wonderful instructors at our college.

**APPROVAL OF
PERSONNEL SCHEDULE
PERS 2003/2004-18
(7.1)**

The Board moved approval of the Personnel Schedule PERS 2003/04-18 as follows:

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

The Board moved Ratification of the agreement between the Santa Clarita Community College District and SeatAdvisor, Inc.

**RATIFICATION OF
AGREEMENT BETWEEN
THE SCCCD AND
SEATADVISOR, INC.
(3.4)**

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

The Board moved Approval of Agreements Between the Santa Clarita Community College District and Performances for the Performing Arts Center, noting the amount listed on the item for Paul Anka should be \$60,000, not \$66,505 as listed.

**APPROVAL OF
AGREEMENTS
BETWEEN THE SCCCD
AND PERFORMANCES
FOR THE PERFORMING
ARTS CENTER
(5.1)**

Motion: Jenkins Second: Gillis Record of Board Vote: 4-0-1
(Abstention – Fortine)
Student Trustee: Aye

Dr. Van Hook distributed a draft list of performances (to date) for the Performing Arts Center and the Black Box theatre for the coming year.

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2003/04-123

Ms. Coleal, highlighting the changes to the budget since the May 26, 2004 meeting, presented a brief PowerPoint presentation to the Board:

- ✓ The tentative budget is based on the Governor's May Revise.
- ✓ The increases we are aware of are for enrollment growth, equalization, worker's compensation, on-going equipment increases and COLA.
- ✓ Forced-cost augmentations have been included in the budget.
- ✓ The tentative budget includes the full-time salaries for steps/columns, including reclassifications, but not negotiated salaries.

**PRESENTATION AND
ADOPTION OF 2004-2005
TENTATIVE BUDGET
(5.2)**

The Board moved adoption of the 2004-2005 Tentative Budget for filing with the Los Angeles County Office of Education.

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

The Board moved approval to award contract for Project Management Services to Klassen Corporation for FY04/05 in the amount of \$104,700.

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

**APPROVAL OF
AGREEMENT FOR
PROJECT
MANAGEMENT
SERVICES WITH
KLASSEN
CORPORATION FOR
FY04/05
(6.3)**

Mr. Schrage presented the Board with the audit report on the co-generation system installed in the Physical Education building as performed by Keystone Engineering Solutions and provided a brief overview of the audit, showing that:

- ✓ The co-generation system has been down more than anticipated over the past year and a half.
- ✓ We will exceed Chevron's expectations on savings by 20%.

At this time, Mr. Schrage does not recommend that any action needs to be taken on the part of the college. Dr. Van Hook noted we do not have recourse until the 10 year performance period has expired.

Mr. Fortine thanked Mr. Schrage and Dr. Hartley for meeting with him to review the report. His particular interest is in the co-generation unit and its performance levels. He recommended the college collect and prepares this data in case we need it at a future time.

**PRESENTATION OF CO-
GENERATION AUDIT
REPORT AS
PERFORMED BY
KEYSTONE
ENGINEERING
SOLUTIONS
(6.4)**

The Board moved Approval of Agreement for Services Between the Santa Clarita Community College District and the Los Angeles County Fire Department and Sheriff's Department and the Los Angeles Police Department for On-Site Supervisors of Training Classes.

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

**APPROVAL OF
AGREEMENT FOR
SERVICES BETWEEN
SCCCD AND THE LA
COUNTY FIRE DEPT. &
SHERIFF'S DEPT, AND
THE LA POLICE DEPT
ON-SITE SUPERVISORS
OF TRAINING CLASSES
(7.4)**

The Public Hearing on the College of the Canyons Faculty Association's (COCFA), CTA/NEA, Contract Re-Opener Proposal for 2004/05 was opened for any public input. There was none.

**PUBLIC HEARING ON
THE COCFA, CTA/NEA,
CONTRACT RE-OPENER
PROPOSAL FOR 2004/05
(7.5)**

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The Public Hearing on the Santa Clarita Community College District's Contract Re-Opener Proposal with the College of the Canyons Faculty Association's (COCFA), CTA/NEA, for 2004-2005 was opened for any public input. There was none.

**PUBLIC HEARING ON
SCCCD's CONTRACT
RE-OPENER PROPOSAL
WITH THE COCFA,
CTA/NEA, FOR 2004/05
(7.6)**

The Board moved to adopt the Santa Clarita Community College District's Contract Re-Opener Proposal with the College of the Canyons Faculty Association (COCFA), CTA/NEA, for 2004-2005.

**ADOPTION OF SCCC'D's
CONTRACT RE-OPENER
PROPOSAL WITH THE
COCFA, CTA/NEA, FOR
2004-2005
(7.7)**

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

The Public Hearing on the Santa Clarita Community College District's Contract Re-Opener Proposal with the California School Employees Association (CSEA), Chapter 725, for 2004-2005 was presented for any public input. There was none.

**PUBLIC HEARING ON
SCCCD's CONTRACT
RE-OPENER PROPOSAL
WITH CSEA, CHAPTER
725, FOR 2004-2005
(7.8)**

The Board moved to adopt the Santa Clarita Community College District's Contract Re-Opener Proposal with the California School Employees Association (CSEA), Chapter 725, for 2004-2005.

**ADOPTION OF SCCC'D's
CONTRACT RE-OPENER
PROPOSAL WITH CSEA,
CHAPTER 725, FOR
2004-2005
(7.9)**

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

The Santa Clarita Community College District's Initial Contract Proposal with the Part Time Faculty United-AFT Local 6262 for 2004/05 was tabled by the Board members, as outlined earlier in the meeting.

**PRESENTATION OF THE
SCCCD's INITIAL
CONTRACT PROPOSAL
WITH THE PART TIME
FACULTY UNITED-AFT
LOCAL 6262 FOR
2004/05
(7.10)**

Dr. Van Hook noted that:

- ✓ She distributed copies of an email she received from the San Diego CCD regarding equalization. It provided information as a follow-up to an underfunded district caucus meeting in San Antonio, Texas.
- ✓ We have written to our representatives regarding their need to support specific versions of language on equalization, PFE, student fees, differential fees, and growth.
- ✓ We are actively advocating with Congressman McKeon on the single definition issue. She encouraged the Board members to discuss this with him, as it is important to COC.
- ✓ She became involved in advocating for equalization due to the urging of the Equalization Coalition

**UPDATE ON
LEGISLATION
(10.1)**

Ms. Jenkins noted she has a CCCT meeting this weekend and she will get information about the current bills to watch and share with the Board members.

Mr. Dermody was not present.

**ACADEMIC SENATE
REPORT
(11.1)**

Ms. Mayer had nothing to report.

**CLASSIFIED
COORDINATING
COUNCIL REPORT
(11.2)**

Dr. Van Hook reported that:

- ✓ We received a \$5,000 grant for the cultural heritage committee from the City as a part of COC's 35th anniversary celebration. She thanked Ms. Adele MacPherson at the City and Ms. Pamela Brodgon-Wynne (Chair of Heritage Committee) who submitted the proposal.
- ✓ She and Dr. Hartley attended the City Planning Commission meeting and discussed the UCLA Film Archive. Some time ago, the Film Archive indicated they wanted to coordinate as a site for:
 - The on-line film degree (a joint partnership between the University of London, the University of Australia, and UCLA);
 - The use of the University Center as a site to host Professional Development courses in the area of screen writing;
 - Coordinating with our TEACH program, and offer film studies for junior high school teachers in the area;
 - Articulating with our lower division curriculum with theirs to offer a bachelor's degree in film; and
 - Offering additional courses through UCLA extension and the entertainment industry.

She has written a follow-up letter to Mr. Kittleson, Director of the UCLA Film & Television Archive.

- ✓ She complimented Ms. Tammy Castor and the Public Information Office on the handling of the "Peeping Tom" on campus recently. Ms. Bozman also expressed her gratitude to Mr. John McElwain for his "textbook handling" of this case. She noted the security department and the audio/visual departments worked together with the Sheriff's office and helped bring a close to this issue.
- ✓ Next Wednesday, she will attend a meeting of CEOs at Long Beach City as they address key points for the next budget year and legislative cycle.
- ✓ We had some initial interaction with entities from Economic Development agencies. We are submitting an initial proposal in August for federal level funding to set up a business incubator in the University Center. If successful, we could attract approximately \$1.7 million towards the building of the Center.

Dr. Hartley reported that:

- ✓ He accepted an award from the American Cancer Society Relay for Life group, thanking us for the college's support to their annual event where they raised over \$4,000.

Dr. Wilding noted that:

- ✓ He distributed this year's student handbook, which was funded by financial aid and student health center funds, and is produced in-house. It is distributed to all students who attend orientations.

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

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Mr. Vanover noted that:

- ✓ The ASG officers were proud to participate in the Relay for Life. Ms. Reyes (ASG president) walked for 4 hours.
- ✓ They are looking forward to working with the Administration on the 35th anniversary celebration plans.

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

Mr Gillis had nothing to report.

Mr. Fortine announced that he met with a representative from China and formed a citizen's advisory committee with the idea of taking a business trip to China. He attended the VIA In-Action breakfast hosted by the college and it was well attended. He also attended the Boys and Girls Club auction and dinner.

Ms. Jenkins reported that she will be attending the CCCT Board meeting this weekend.

Ms. MacGregor announced the Junetoberfest will be held this weekend, but she unfortunately will not be able to attend.

Mr. Tichenor noted he and his son Charlie will be playing at the Junetoberfest, and they will be interviewed on KHTS radio station.

Ms. Bozman announced she has a new granddaughter, Miriam Suzana Bozman.

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

Ms. MacGregor requested:

- ✓ An agenda item on the next meeting for the nomination of a Board member to the COC Foundation Board of Directors, as she will not be able to fulfill this position, which she was elected to on June 23, 2004.
- ✓ An opportunity for the Board members to tour the inside of the Performing Arts Center.

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

President Tichenor announced there would be a Special Meeting (Closed Session only) on Thursday, June 24, 2004 and another Special Meeting on Tuesday, June 29, 2004. The next regular Business meeting will be held on Wednesday, July 14, 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 MEETINGS (06/24/04, 06/29/04 and 07/14/04) AND ADJOURNMENT
(12)**

There being no further business, the meeting was adjourned at 9:24 p.m.

Mrs. Michele R. Jenkins, 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 _____