

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

TENTATIVE BUDGET WORKSHOP / BUSINESS MEETING
WEDNESDAY, JUNE 28, 2006
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, June 28, 2006, by President Bruce Fortine, in the Superintendent-President's Office, College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California.

Members Present: Mr. Bruce D. Fortine
Mrs. Michele R. Jenkins
Mrs. Joan W. MacGregor
Mr. Ernest L. Tichenor
Mr. Steve Pemberton, Student Trustee

Members Absent: Mr. Ronald E. Gillis (ill)

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. Diane Fiero, Vice President, Human Resources
Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Other Presenters/ Ms. Sue Bozman, Dean, District Communications, Marketing & External Relations
Other Guests: Mr. Jim Schrage, Dean, Physical Plant & Facilities Planning
Ms. Susan Crowther, MESA Director
Ms. Joni McMahon, MESA Specialist
Ms. Lucy Casale, UC/Calif. Community College MESA Statewide Undergraduate Director
Ms. Cindy Grandgeorge, Director, Fiscal Services
Ms. Donna Haywood, Budget Coordinator
Dr. Mitjl Capet, Vice President, Student Learning, Cerra Coso Community College District
Ms. Betty Keva, Education Reporter, The Signal Newspaper

President Fortine declared a quorum and called the meeting to order at 5:00 p.m. The Board moved to Closed Session in the Superintendent-President's Office. **Quorum Established (1.1)**

The Board discussed the following items: **Closed Session (1.2)**
1.2a Public Employee Appointment
Assistant Superintendent/Vice President of Instruction
(pursuant to Government Code §54957)

Those present in Closed Session were Fortine, Jenkins, MacGregor, Tichenor, Van Hook, and Wilding. A candidate for the public employee appointment was also present for Item 1.2a.

The Board returned to Open Session in the Staff Dining Room at 6:50 p.m. President Fortine announced the Board took no action in Closed Session.

President Fortine asked Ms. Crowther to lead the flag salute. **Flag Salute (1.3)**

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 additional information presented for Item 7.1 and the correction on Section A, Page 8 of Item 7.1) as follows:

**Approval of Agenda
(1.5)**

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

The Board moved approval for the minutes of 06/09/06 and 06/14/06 as follows:

**Approval of Minutes
(06/09/06 and 06/14/06)
(1.6)**

The minutes of 06/09/06, were approved with an amendment to include a comment that Calnex Engineering had addressed the Board during this 6/9/06 meeting:

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

Minutes of 06/14/06:

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

Dr. Van Hook:

- ✓ Introduced Ms. Susan Crowther, Director of MESA program for the past 6 years at COC. Ms. Lucy Casale, (MESA Statewide Undergraduate Programs) presented Ms. Crowther and the College with the MESA Excellence Award, which honored COC for transferring more students than any other community college MESA program in the state during the 2004/05 Year.

**Recognition / Up Close
and Personal
(1.7)**

Ms. MacGregor requested to remove Items 5.1 and 7.1 for separate approval, and Mr. Tichenor removed Item 8.2. The Board moved approval for the remainder of the Consent Calendar as noted below:

**Consent Calendar
(2)**

- 3.1 Approval of New and Modified Courses and Programs
- 3.2 Approval of Early Childhood Education Preschool and Toddler Lab Program Fiscal Year 2006/07 Monthly Payment Schedule
- 3.3 Approval of the Child Development Center Differential – Part-Time Academic Salary Schedule Effective 7/1/06
- 6.1 Approval of Notice of Completion for Public Safety Modular Expansion Construction Project
- 6.2 Approval to Award Contract for Laboratory Expansion Construction Project
- 6.3 Approval of Contract for Pest Control Services
- 6.4 Approval of Agreement Between Santa Clarita Community College District and Nobile's Power Sweeping for Parking Lot Cleaning Services
- 6.5 Approval of Change Order #02 for Central Plant Projects
- 6.6 Approval of Contract for Telecommunications Services
- 7.2 Approval of Academic Administrator Employment Contract for Vice President, Academic Affairs
- 7.3 Approval of Academic Administrator Employment Contract for MESA Director
- 7.4 Approval of Classified Administrator Employment Contract for Accounting Supervisor
- 7.5 Approval of Classified Administrator Employment Contract for Associate Director (Center for Early Childhood Education Laboratory Preschool Programs)
- 8.1 Approval of Renewal Agreement Between the Santa Clarita Community College District and NE Systems, Inc. for Technology Maintenance
- 8.3 Approval of Renewal of Agreement Between Santa Clarita Community College District and Hewlett-Packard for Support Service
- 8.4 Approval of Renewal Agreement Between the Santa Clarita Community College District and ROC Software

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

Item 5.1 - Approval/Ratification of Agreements with Legal Firms for Legal Services for the Santa Clarita Community College District

Item Removed from the Consent Calendar for Separate Approval (Item 5.1)

Mr. Tichenor noted Mr. Hunt Braly was present in the audience, and he looked forward to working with him.

Ms. MacGregor noted her appreciation for the staff's recommendations and the work that went into the process. She noted she had previously requested the firms be approved individually.

The Board approved all the law firms presented for approval for legal services to the Santa Clarita CCD, with the exception of 5.1-e (Liebert Cassidy Whitmore) as follows:

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

The Board moved approval of Liebert Cassidy Whitmore for legal services to the Santa Clarita CCD as follows:

Motion: Jenkins Second: Tichenor Record of Board Vote: 3-1
No: MacGregor
Student Trustee: Aye

The Board moved Approval of Item 7.1 with the additional information presented (noted below) and the correction to page 8 of Section A as follows:

Item Removed from the Consent Calendar for Separate Approval (Item 7.1)

7.1 Approval of Personnel Schedule PERS 2005/2006-21

B. CLASSIFIED PERSONNEL

2. Employment – Regular

Gail Ishimoto, Student Business Office Technician, **Classified Represented Salary Schedule B, Range 20, Step 2 (\$3,127, effective June 29, 2006. Position # 677500-CD02.**

Dana Cline, Reprographics Technician I (Digital Print Operator), **Classified Represented Salary Schedule B, Range 16, Step 3**, (Part-Time 47.5%), effective date pending. **Position #677 500-CD02.**

Joel Escobar, Custodian, **Classified Represented Salary Schedule B, Range 16, Step 2. Position #653 000-CD02.**

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

Dr. Mitjl Capet, Assistant Superintendent/Vice President of Instruction, salary and start date pending.

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

8.2 Approval of License Agreement Between Santa Clarita Community College District and iParadigms LLC for Turnitin.com

Item Removed from the Consent Calendar for Separate Approval (Item 8.2)

Mr. Tichenor noted that as an adjunct instructor at Bakersfield College and having just served as an AP reader/reviewer, this software stands out as a premiere program to trace plagiarism, which continues to be a significant problem.

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

The Board moved Approval of Payments for Supplemental Services for Full-Time Faculty and Adjunct Faculty. This is a benefit community college faculty members enjoy. Mr. Tichenor and Ms. Jenkins noted this item approves additional income for faculty members, over and above their regular salary and benefits.

**Approval of Payments
for Supplemental
Services for Full-Time
Faculty and Adjunct
Faculty
(3.4)**

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

Ms. Coleal presented the Tentative Budget Workshop to the Board via a PowerPoint presentation, which highlighted the following:

**Presentation and
Adoption of the Santa
Clarita Community
College District's 2006-
2007 Tentative Budget
(5.2)**

- ✓ An overview of the accomplishments at COC including new programs, new facilities/construction projects, new funds/grants received, student success, increased opportunities, new leadership, new activity in the community, and where we are in relation to concurrent enrollment statistics, number of online course sections, and student projections and changes.
- ✓ The 2006/07 tentative budget is based on the 2006 May Revised Revenues.
- ✓ The Growth Target for 2006/07 budgeted FTES and how it affects COC.
- ✓ A summary of the highlights of the changes and new items included in the budget are:
 - Anticipated increases for salaries (steps/columns for negotiated increases), costs of adding sections/courses to reach enrollment management targets, fringe benefit increases, Canyon Country Budget, forced costs, new faculty to be hired in January 2007 (4 positions, three of which are for grant funded nursing faculty).
- ✓ An overview of capital improvements for the 2006/07 year include:
 - High Tech Building, Science Lab building addition, PE Expansion, University Center working drawings, work at the Canyon Country Educational Center, Central Plant upgrade, Creation of a Language Lab (Foreign and ESL), T-Building Welding Outdoor Lab Expansion.

A question and answer period followed. Ms. MacGregor made several requests for information to be presented to the Board prior to the adoption of the final budget.

The Board thanked everyone for the high level of detail that goes into this report and presentation. In particular they thanked Ms. Grandgeorge and Ms. Haywood for being present at the meeting.

The Board moved Adoption of the Santa Clarita Community College District's 2006-2007 Tentative Budget.

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

Dr. Van Hook noted that:

- ✓ The concurrent enrollment bill is moving along in Sacramento. Last week, it was moved to the consent calendar, and so Mr. Harnish did not have to travel to Sacramento. It will appear tomorrow on the Appropriation Committee's consent calendar.

**Update on Legislation
(10.1)**

Ms. Jenkins added that:

- ✓ She attended the Chancellor's committee meeting on the CAHSEE (California High School Exit Exam). It was noted that to spread this word, publicity is needed at the high school level to encourage students to look to community colleges for help with the exit exams.

Mr. Dermody is on summer break and was 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:

- ✓ The COC Men's Golf Team will be honored as the 2006 Men's Golf State Champs on Channel 58 tonight at 10:00 pm. The men's team also attended the LA County Board of Supervisors meeting for recognition.
- ✓ The Educational Travel program has 111 enrollments for two trips being offered this summer. The trip to Paris, France left last week; and the trip to Central America will leave later this summer. She highlighted the upcoming trips in the next 2-3 years.
- ✓ Newsweek has published another article about an individual who touts community colleges as a way to stay current in the workforce (Dr. Van Hook distributed this article to the Board.)
- ✓ She received a letter from Ms. Bobby Trueblood-Davis in response to her letter about Senator Davis' death. Dr. Van Hook distributed the note from Ms. Trueblood and noted what a tremendous leader and supporter of the college Senator Davis was for COC.
- ✓ The new Fall Schedule for COC has been published and is out in the community.
- ✓ The Canyon Country construction process is moving along. (The Facilities/ Construction update was distributed to the Board.)
- ✓ Ms. MacGregor did a great job on her presentation about the College at the Realtor's Breakfast earlier this week at the Hyatt. Ms. MacGregor announced the "Close an Escrow-Buy a Book" program being initiated for book scholarships at COC for our students.

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

Dr. Wilding had nothing to report.

Dr. Gibbons had nothing to report.

Ms. Coleal had nothing to report.

Mr. Pemberton had nothing to report.

Ms. MacGregor noted that:

- ✓ Each Board member will find a copy of her PowerPoint from the Realtor's Breakfast in their mail packet. She thanked Ms. Lenore Marta for her help in putting the presentation together and for being at the event to run the PowerPoint.
- ✓ The "Close an Escrow – Buy a Book" program has been launched, and she is pleased with the early interest in this opportunity. All money goes to buy books for the Scholarship Book fund in the Foundation. Students then apply for a scholarship from this fund.
- ✓ She agreed to serve on the Scholarship Committee with the Foundation until this new program gets off the ground.
- ✓ She attended:
 - her last Governance Committee meeting with Foundation,
 - the SCV Soroptimist's "Emerging Women" event, and
 - the COC Foundation Installation Dinner last Monday night, where she had the privilege of installing new Foundation Board members to their group.

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

Mr. Tichenor noted he also attended the COC Foundation Installation Dinner.

Ms. Jenkins apologized for missing Dr. Carole Long's retirement party and Ms. MacGregor's presentation at the Realtor's Breakfast.

Mr. Fortine noted he attended:

- ✓ The VIA b2b Regional Summit event, which boasted a CEO reception, followed by a day of seminars and workshops.
- ✓ The SCV Symphony's Bon Appetit event.
- ✓ The State of the City Luncheon.
- ✓ A lunch with Mr. Tim Whyte from The Signal.
- ✓ A retirement party for Mr. Ernie Villegas (as he retires from So. California Edison).
- ✓ The COC Foundation Installation Dinner.
- ✓ Dr. Carole Long's Retirement party.

**Reports by Student
Trustee, Staff
Members, and Board
Members
(11.4) (con't)**

He also noted he was invited to become a member of the City/Chamber of Commerce Agenda Review Committee, which meets prior to the City Council meeting.

None.

**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 Fortine announced the next regular business meeting will be on Wednesday, July 12, 2006. The meeting will begin at 5:00 pm for Closed Session, and 6:30 pm for Open Session.

**Announcement of Next
Meeting (07/12/06) and
Adjournment
(12)**

There being no further business, the meeting was adjourned at 9:05 p.m.

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 _____