

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY AUGUST 13, 2008
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, August 13, 2008, by President Ernie Tichenor in the Board Meeting Room (HSLH-137), College of the Canyons, 26455 Rockwell Canyon Road, Valencia, California.

Members Present: Mr. Bruce D. Fortine
Mrs. Michele R. Jenkins
Mrs. Joan W. MacGregor
Mr. Ernest L. Tichenor
Mr. Scott Thomas Wilk
Mr. Nicolas Cardenas, Student Trustee

Others Present: Dr. Dianne Van Hook, Chancellor
Dr. Mitjl Capet, Assistant Superintendent/Vice President, Instruction
Dr. Michael Wilding, Assistant Superintendent/VP, Student Services
Ms. Sharlene Coleal, Assistant Superintendent/VP, Business Services
Dr. Barry Gribbons, Assistant Superintendent/VP, Institutional Development, Technology and Online Services
Ms. Diane Fiero, Asst Supt/VP, Human Resources/Interim VP, Academic Affairs
Ms. Lenore Marta, Administrative Assistant to the Chancellor
Mr. Jim Schrage, Vice President, Facilities Planning, Operations, and Construction
Ms. Sue Bozman, Vice President, District Communication, Marketing, and External Relations

Special Presenters and Others Present: LEAP Team Presentation – “SYNERGY” Program (Allison Korse-Devlin, Christina Chung, Diane Morey, Jia-Yi Cheng-Levine, and Dena Maloney) and “We Connect” Program (Donna Voogt, Donna Haywood, Claudia Acosta, James Glapa-Grossklag, Wendy Brill-Wynkoop, and Mitjl Capet)
Mr. Bill Duke, COC Student
Mr. Frank Ferry, Santa Clarita City Council
Mr. Jim Temple, Director, Information Technology
Mr. Jason Burgdorfer, ASG President
Mr. Kevin Kistler, Associate Dean, Institutional Support
Ms. Talisa Hayes, ASG Vice President, Athletics Valencia Campus

President Tichenor declared a quorum and called the meeting to order at 5:08 pm. The Board moved to Closed Session in the Conference Room (HSLH-136). **Quorum Established (1.1)**

The Board discussed the following items: **Closed Session**

- 1.2a Conference with Legal Counsel (*pursuant to Govt. Code Section 54956.9(a)*) - **(1.2)**
Four Cases
- 1) Gina LaMonica v. Santa Clarita Community College District (PERB Case No. LA-CE-5173-E);
 - 2) Gina LaMonica v. Santa Clarita Community College District (PERB Case No. LA-CE-5182-E);
 - 3) Gina LaMonica v. Santa Clarita Community College District (EEOC Charge No. 480-2008-02929);
 - 4) In the Matter of the Grievance filed by the College of the Canyons Faculty Association [SCCCD File No. 03-2007-08-08]

- 1.2b Conference with Legal Counsel (*pursuant to Govt. Code Section 54956.9(b) - One Case*)
The District received a claim from Gina LaMonica dated June 25, 2008 pursuant to the Tort Claims Act (*copies of the claim are available for public inspection pursuant to Govt. Code Section 54957.5*)
- 1.2c Conference with Labor Negotiator
Santa Clarita Community College District Representative: Mr. Jim Schrage
California Schools Employee Association (CSEA)
(*pursuant to Government Code §54957.6*)
- 1.2d 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*)
- 1.2e 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*)

Those present in Closed Session were Capet, Coleal, Fiero, Fortine, Jenkins, MacGregor, Tichenor, Van Hook, Wilding and Wilk. Mrs. Mary Dowell (Attorney, Liebert Cassidy Whitmore) was also present (via telephone).

The Board returned to Open Session at 6:43 pm, and Mr. Tichenor announced no action had been taken in Closed Session.

Mr. Tichenor asked Mr. Ferry to lead the flag salute.

**Flag Salute
(1.3)**

Mr. Tichenor welcomed all present to the meeting 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 revisions to Items 5.2 and 6.22 and the additional information presented for Item 7.1).

**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 as follows:

**Approval of Minutes
(7/09/08)**

Motion: Jenkins Second: MacGregor Record of Vote: 4-0-1
(Abstain: Tichenor)
Student Trustee: Aye

(1.6)

Diane Fiero introduced the LEAP presenters:

**Recognition/Up Close
(1.7)**

- ✓ Dr. Maloney introduced the members of the LEAP Solution Team who created the "SYNERGY" Program. *Synergy 2008* (a brochure) was distributed and a video shown.
- ✓ Dr. Capet introduced the members of the "We Connect" LEAP Solution Team. A We Connect for Students flyer was distributed and a video shown demonstrating this program, which uses Strike Force Teams composed of faculty, staff, and administrators working together on topics of shared interest and passion. The resulting products and information are intended to be disseminated to and used by colleagues, the college, and the community.

Mr. Frank Ferry made a presentation to the Board of Trustees of a check in the amount of \$124,702.99 (for the City partnership) to the Board on behalf of the City of Santa Clarita. He complimented Dr. Van Hook, the administration, and the Board on the campus and the perception of the college in the community and praised the LEAP Team program.

**Recognition/Up Close
(1.7) con't**

The Board moved approval of the Consent Calendar, with the additional information presented for Item 7.1:

**Consent Calendar
(2)**

- 3.1 Approval of Contract Between Santa Clarita Community College District and PLATO Learning, Inc.
- 3.2 Approval of the Center for Early Childhood Education 2008/09 Monthly Tuition Rates and Payment Schedule
- 3.3 Approval of Resolution 2008/09-01: State Preschool Contract CPRE-8174 for Early Childhood Education Center
- 3.4 Approval of Resolution 2008/09-02: General Child Care Contract CCTR-8187 for Early Childhood Education Center
- 3.5 Approval of Renewal of Contract Between Santa Clarita Community College District and Providence Health System – Southern California (Allied Health)
- 5.1 Approval of Purchase Order Schedule PO 08/09-01
- 5.2 Approval of Travel Authorizations Schedule T 08/09-4
- 5.3 Approval of Application to Purchase State Relocatable Classroom(s) and Application to Purchase State Relocatable Classroom(s), Attachment A
- 5.4 Ratification of Amended Constellation NewEnergy Electricity Service Agreement Schedule A and Fixed Price Solutions CA Schedule A
- 5.5 Approval of Citibank Contract for Deposit of Local Agency Funds – California
- 5.6 ~~Approval of Authorization for Cash Loan – From Unrestricted General Fund (Fund 11) to District Funded Capital Projects Fund (Fund 43)~~
- 5.7 6 Approval of Agreement Between Santa Clarita Community College District and Canyons Aquatic Club
- 6.1 Approval of Notice of Completion for the Hasley Hall Construction Project (Classroom/High Tech)
- 6.2 Approval of Notices of Completion for the PE Addition and Tennis Courts Construction Project
- 6.3 Approval of Notices of Completion for the Canyon Country Campus Construction Project
- 6.4 Approval of Contract for Canyon Country Campus Construction Project (Calex Engineering Company)
- 6.5 Approval of Contract for Geotechnical Services for the Canyon Country Campus Construction Project (SubSurface Designs, Inc.)
- 6.6 Approval of Contract for Canyon Country Campus Construction Project (Triple C Electric)
- 6.7 Approval of Addendum #04 to Construction Administration Contract for the Dr. Dianne G. Van Hook University Center Construction Project (Flewelling & Moody)
- 6.8 Approval of Addendum #01 to Contract for Architectural Services for the Pre-Design/Build Phase for the Mentry Hall Addition Construction Project (Kruger Bensen Ziemer)
- 6.9 Approval of Maintenance Agreement for Elevators Campuswide (ThyssenKrupp Elevator)
- 6.10 Approval of Change Order for Cable Installation for the Valencia Campus Infrastructure Project
- 6.11 Approval of Riders to Contract for the Installation of Additional Surveillance Equipment (Digital Security and Electronics, Inc.)
- 6.12 Approval of Riders to Contract for Annual Security Monitoring Services for the Valencia and Canyon Country Campuses (Digital Security and Electronics, Inc.)

Item 5.6 was inadvertently left on the 3-page agenda, but removed from the full agenda

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- 6.13 Approval of Change Orders for the Dr. Dianne G. Van Hook University Center Construction Project
- 6.14 Approval of Change Orders for the Warehouse Upgrade Project
- 6.15 Approval of Notice of Completion for the Warehouse Upgrade Project
- 6.16 Approval of Addendum #02 to Contract for Architectural Services for the Cafeteria Remodel Project (Kruger Bensen Ziemer)
- 6.17 Ratification of Contract for Cafeteria Remodel Project (Town Park Construction)
- 6.18 Ratification of Contract for Site Repairs for Seco Hall (Town Park Construction)
- 7.1 Approval of Personnel Schedule PERS 2008/2009-2
- 7.2 Approval of Classified Administrator Employment Contract for Assistant Technical Director, Performing Arts Center
- 8.1 Approval to Surplus Property Other than Land in Accordance with Board Policy 6550 (Computers/AV Equipment)
- 8.2 Ratification of Agreement Between Santa Clarita Community College District and XAP Corporation for CCCApply
- 8.3 Approval of License Agreement Between Santa Clarita Community College District and iParidigms LLC for Turnitin.com
- 8.4 Ratification of Maintenance Agreement Renewal Between Santa Clarita Community College District and Hershey Systems, Inc. for Document Imaging System
- 8.5 Approval of Agreements Between the Santa Clarita Community College District and Datatel for the Software to Implement the Scheduling Software, Series25
- 8.6 Approval of Agreements Between the Santa Clarita Community College District and CollegeNET for the Purchase of the Series25 Software Product
- 8.7 Approval of Agreements Between Santa Clarita Community College District and NE Systems Incorporated

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

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

The Board moved Approval of Payments for Supplemental Services for Full-Time Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date for 2007-2008.

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

**Approval of Payments for Supplemental Services for Full-Time Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date for 2007-2008
(3.6)**

The Board moved Approval of Payments for Supplemental Services for Full-Time Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date for 2008-2009.

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

**Approval of Payments for Supplemental Services for Full-Time Faculty; Information on Full-Time Faculty Reassigned Time, Overload and Extra Session Payments to Date for 2008-2009
(3.7)**

Dr. Van Hook and Dr. Capet briefly reviewed the accreditation process and highlighted key points in the self-study report. There was a brief question and answer period. It was noted that:

- ✓ The accreditation webpage “will go” live tomorrow, August 14th.
- ✓ A frequently asked questions document on accreditation is being prepared.
- ✓ The accreditation visit is scheduled for October 21, 22, & 23, 2008.
- ✓ The chair of the team does not yet know who his team members are.

**Accreditation Self
Study Report
(3.8)**

The Board moved Approval of Authorization for Cash Loan – Increase in Cash Loan to State Construction Fund for Fiscal Year 2008-2009.

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

**Approval of
Authorization for Cash
Loan – Increase in
Cash Loan to State
Construction Fund for
Fiscal Year 2008-2009
(~~5.8~~ 5.7)**

The Board moved Approval of Agreement Between Santa Clarita Community College District and College of the Canyons Foundation – Concessions at the Santa Clarita Community College Performing Arts Center at College of the Canyons.

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

**Approval of Agreement
Between SCCCD and
COC Foundation –
Concessions at the
Santa Clarita
Community College
Performing Arts Center
at COC
(~~5.9~~ 5.8)**

The Board moved Approval of Change Orders for Canyon Country Campus Construction Project.

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

**Approval of Change
Orders for Canyon
Country Campus
Construction Project
(6.19)**

The Board moved Approval of Change Order for Central Plant Construction Project.

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

**Approval of Change
Order for Central Plant
Construction Project
(6.20)**

The Board moved Approval of Change Orders for the Hasley Hall Construction Project (Classroom/High Tech Building).

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

**Approval of Change
Orders for the Hasley
Hall Construction
Project (Classroom/
High Tech Building)
(6.21)**

The Board moved Approval of Change Orders for the PE Addition and Tennis Courts Construction Project.

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

**Approval of Change
Orders for the PE
Addition and Tennis
Courts Construction
Project
(6.22)**

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The Board moved Approval of Contract for the Canyon Country Campus Construction Project to Santa Clarita Concrete (Correction).

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

**Approval of Contract
for the Canyon Country
Campus Construction
Project to Santa Clarita
Concrete (Correction)
(6.23)**

The Board moved Approval of Contract for Central Plant Project (Air Treatment Corporation).

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

**Approval of Contract
for Central Plant
Project (Air Treatment
Corporation)
(6.24)**

The Board moved Approval of Contract for Architectural Services for the Third Floor Mentry Hall Remodel Project.

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

**Approval of Contract
for Architectural
Services for the Third
Floor Mentry Hall
Remodel Project
(6.25)**

The Board moved Approval to Award Contract for the Canyon Country Campus Construction Project for Upper Parking Lot.

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

**Approval to Award
Contract for the
Canyon Country
Campus Construction
Project for Upper
Parking Lot
(6.26)**

The Board moved Approval of Adult Hourly Interpreter Salary Schedule (P) Effective August 26, 2008.

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

**Approval of Adult
Hourly Interpreter
Salary Schedule (P)
Effective 8/26/08
(7.3)**

The Board moved Modifications and Revisions to Existing Board Policy 726 to BP3900 – Smoking/Tobacco Usage In and On Campus Facilities – Second Reading.

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

**Modifications and
Revisions to Existing
Board Policy 726 to
BP3900 – Smoking/
Tobacco Usage In and
On Campus Facilities –
Second Reading
(9.1)**

The Board moved Approval of Conflict of Interest Code – Biennial Review.

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

**Approval of Conflict of
Interest Code –
Biennial Review
(10.1)**

Dr. Wilding noted there was a CCLC alert on Runner's Bill, asking for our support.

**Update on Legislation
(10.2)**

Dr. Van Hook noted:

- ✓ AB 519 affects concurrent enrollment of high school students during the summer: This Bill is important to COC because the programs affected by the Bill are available through COC to our high school students.
- ✓ COC has written letters of support to the Assembly and the Senate Subcommittee members.
- ✓ Per email today, the State budget may be getting closer to reality.

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There was no one from Academic Senate present to report. However, Dr. Van Hook noted that she has received email from Mr. Dermody who is dealing with bears, coyotes, fires, electrical outages, and plumbing problems while at Camp Tahquitz.

**Academic Senate
Report
(11.1)**

There was no one from Classified Senate present to report.

**Classified Senate
Report
(11.2)**

Ms. Jenkins noted that:

- ✓ The Foundation Board Executive Committee has selected two vendor contractors.
- ✓ They are reviewing the Coffee Kiosk contract.
- ✓ She is impressed with the people serving on the Foundation Board.

**Board Liaison
Committee Member
Report
(11.3)**

Ms. Fiero noted that.

- ✓ Enrollment is very active, and waitlists are being monitored.
- ✓ Flex week is the week of August 18th.

**Chancellor's Report
(11.4)**

Dr. Gribbons noted that:

- ✓ Three hundred and two prospective students attended Monday's (August 12th) University Center Open House with several other family members and friends. The next Open House will be scheduled in January

Dr. Capet Noted that:

- ✓ Plans are well underway for the faculty activities on Opening Day. They will begin the morning in Hasley Hall (ground floor) where six computer labs will be set up to walk faculty through the student assessment tests. They will then move to the PAC where there will be a general introduction of new faculty.
- ✓ He thanked the Board of Trustees for approving attendance at the Tillery Institute in Berkeley for Audrey Green, Diane Fiero, and himself.

Dr. Wilding noted that:

- ✓ The first-ever Parent Orientation will be held tomorrow (August 14th).

Ms. Coleal noted that:

- ✓ Her staff members are very busy closing the books for 2007-08.
- ✓ The Foundation and GO Bond audits are being held.
- ✓ LEAP project results were excellent, and she is taking them to the Enrollment Management Committee to review the plan.
- ✓ The numbers look good for the upcoming PAC season.

Dr. Van Hook noted that:

- ✓ COC received a \$50,000 check from the PGA for our participation in the AT&T Classic.
- ✓ The California Student Aid Commission report indicated COC's Financial Aid Program is in compliance. There were no findings.
- ✓ The amended application to the American Bar Association for COC's Paralegal Program is ready for submission. It looks like we will receive the approval for our program this fall. Nicole Lucy, Paralegal Department, did an amazing job preparing the two-inch thick report and supporting documentation.
- ✓ The Zone program for student athletes is up and running.
- ✓ The PE Building & Tennis Courts are ready.
- ✓ The Student Ambassador Program will kick off next week. A Meet 'n Greet Luncheon is scheduled August 20th.
- ✓ The Alumni BBQ is scheduled September 20th.

Dena Maloney noted that:

- ✓ Sal Frias, Golden Valley High School visited the Canyon Country Campus and expressed interest in our new vocational programs that are in development.
- ✓ The Small Business Development Center (SBDC) now provides services at the Canyon Country Campus for a half day every Tuesday and they are booked.
- ✓ The Canyon Country Campus publication, "First Year in Review" is in Sue's Bozman's Department for finalizing.

Jim Schrage noted that:

- ✓ The Facilities Department is busy preparing for the first day of fall classes (August 25th).
 - Dirt paths are being covered with concrete on the Valencia campus.
 - The Canyon Country Campus access street improvements are done.
 - 600+ spaced have added to the Canyon Country Campus Parking lots.
- ✓ A tour of the University Center was provided to the Foundation Staff. Anyone who is interested in a tour should contact Jim. Tours must be after 3:00 p.m. so as not to interfere with the construction.
- ✓ Plans for the Bonelli Remodel and the Library Expansion projects are in DSA.

Sue Bozman noted that:

- ✓ The Career Classes Brochures going on press.
- ✓ The Economic Impact Report is being finalized.
- ✓ She attended the Santa Cruz retreat (funded by Hewlett Foundation) and joined other PIOs and CEOs from around the state noting it was some of the best training she has ever had.

Mr. Cardenas noted that:

- ✓ Last weekend, he attended the SF Student Trustee workshop in San Francisco training. It provided him with a more complete understanding of his role as a student trustee. After interacting with his peers, he is impressed by this Board.

Mr. Wilk noted that:

- ✓ He attended Open House for University Center.

Ms. Jenkins:

- ✓ Thanked Jim Schrage for getting the Board Room remodel finished.

Mr. Fortine noted that:

- ✓ He is involved in PGA tournament with AT&T. The event has been scaled down, and Santa Clarita will have it for one more year only. The City of Santa Clarita is being asked to step in to keep it going.
- ✓ He attended Canyon Theater Guild's "First Nighter" event.
- ✓ He attended the Sheriff's Department's national night out.
- ✓ He attended the Hyatt Hotel's 10-year anniversary reception.
- ✓ He attended the "Team Evan" bowl-a-thon.

Ms. MacGregor:

- ✓ Thanked Jim Schrage for getting Boardroom remodel finished.
- ✓ Reminded Board members that the Board's Flex Workshop session is Thursday, August 21st and the Board members are providing dessert.
- ✓ The SCV Trustees next planning meeting (with trustees and superintendents from other districts) will be in the Board Room at 6:30p.m. on September 15th. The topic is Emergency Preparedness.
- ✓ She has enjoyed listening to staff discussions/presentations broadcast on KHTS.

Mr. Tichenor noted that:

- ✓ He is looking forward to Opening Day.

**Reports by Student
Trustee, Staff
Members, and Board
Members
(11.5)**

Mr. Duke noted that:

- ✓ He likes the new Board room.
- ✓ The cost of students attending to private universities is now in excess of \$50,000 per year. Because of that fact alone, he advised the Board to be prepared for a large increase in the students attending COC.

**Comments by the
Audience for Items Not
on the Agenda
(11.6)**

Hart District Partnerships:

- ✓ Ms. MacGregor inquired about the status of the report on the District's Partnerships with the William S. Hart Union High School District.

**Requests/Recap of
Requests Made During
the Meeting By Board
Members to Have an
Item on a Future
Agenda
(11.7)**

Hart District Bond:

- ✓ Mr. Fortine announced that the William S. Hart Union High School District is planning to place a bond on the ballot and will be asking COC for an endorsement soon.

District Auditors:

- ✓ Ms. Jenkins asked if Board members could meet with auditors (probably prior to a Board meeting) early in the audit process to identify areas to be covered in the next audit.

COC Foundation Liaison:

- ✓ Mr. Tichenor questioned whether a procedure with regard to the term (when, how long) of the Board Liaison to the COC Foundation has been written.
- ✓ Dr. Van Hook invited the Board members to present their thoughts or areas (when appointments are considered, the length of term based on what role this position plays) so an item can be prepared to place on an upcoming agenda. Ms. MacGregor requested that after this is clarified if the liaison position could be added to the Organizational Chart where the Foundation is represented and the information brought to the Board at the September 10th meeting.

Reserved Parking:

- ✓ Ms. Jenkins requested parking spaces be reserved for the Board members for the August 27th meeting as students will be back on campus and parking will be a challenge for their arrival for a 5pm Board meeting.

President Tichenor announced the next meeting will be a Business Meeting on Wednesday, August 27, 2008. Closed Session is scheduled for 5:00 pm, with Open Session at 6:30 pm in HSLH 137.

**Announcement of Next
Meeting (08/27/08) and
Adjournment
(12)**

There being no further business, the meeting was adjourned at 8:59 p.m.

Mr. Scott Thomas Wilk, Clerk
Board of Trustees
Santa Clarita Community College District

Dr. Dianne G. Van Hook
Chancellor
College of the Canyons

Entered in the proceedings of the District _____