

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY, AUGUST 22, 2007
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, August 22, 2007, by President Michele Jenkins, in Aliso Lab, Room 101/102, 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 (arrived 5:13 pm)
Mr. Scott Thomas Wilk
Mr. Steven Vanover, Student Trustee

Others Present: Dr. Dianne Van Hook, Superintendent-President
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 & Online Services
Ms. Diane Fiero, Assistant Superintendent/VP, Human Resources
Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Special Presenter: Mr. Tom Bilbruck, Director, Financial Aid

President Jenkins declared a quorum and called the meeting to order at 5:05 p.m.
The Board moved to Closed Session in the MESA Lab, Room 114, Aliso Lab.

**Quorum Established
(1.1)**

The Board discussed the following items:

**Closed Session
(1.2)**

- 1.2a Public Employee Discipline/Dismissal/Release
One Position
(pursuant to Government Code §54957)
- 1.2b Discussion of Denial of Claim
Keenan & Associates Claim No. 4501-07-00004-01-02
Santa Clarita Community College District
(pursuant to Government Code §54956.95(a))
- 1.2c Complaint Against a Public Employee
(pursuant to Government Code §54957)

Those present in Closed Session were Capet, Coleal, Fiero, Fortine, Gribbons, Jenkins, MacGregor, Tichenor, Van Hook, Wilding and Wilk.

The Board returned to Open Session in Aliso Lab, Rooms 101/102 at 6:38 p.m.
President Jenkins announced the Board took no action in Closed Session.

President Jenkins asked Mr. Vanover to lead the flag salute.

**Flag Salute
(1.3)**

President Jenkins 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) as follows:

**Approval of Agenda
(1.5)**

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

The Board moved approval of the minutes of August 8, 2007.

**Approval of Minutes
(08/08/07)
(1.6)**

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

Dr. Van Hook asked Dr. Wilding to introduce Mr. Tom Bilbruck, Director, Financial Aid. Mr. Bilbruck provided highlights of the financial aid department and their recent accomplishments and additions through technology to help our students through the financial aid process, thereby assisting them to realize their dreams through education.

**Recognition/Up Close
(1.7)**

Ms. Jenkins asked those present in the audience to introduce themselves.

The Board moved approval of the Consent Calendar (with the additional information presented for Item 7.1) as noted below:

**Consent Calendar
(2)**

- 3.1 Ratification of Resolution 2007/08-05: Instructional Materials Contract for Child Care and Development Programs, Contract Number CCAP-7186
- 3.2 Approval of Community Education (Fee-Based) Courses for Fall 2007
- 3.3 Approval of Amendment #3 Between the Santa Clarita Community College District and Long Beach Community College District for the Small Business Development Center (SBDC)
- 5.1 Denial of Claim for Damages – Keenan & Associates Claim #4501-07-00004-01-02
- 5.2 Approval of Agreement Between Santa Clarita Community College District and *Take a Break Service*
- 6.1 Approval of Notices of Completion for Laboratory Expansion Construction Project (Aliso Hall)
- 6.2 Approval of Notices of Completion for Canyon Country Campus Construction Project
- 6.3 Approval of Release of Retention for the Classroom/High Tech Construction Project (Hasley Hall)
- 6.4 Approval of Contract for Maintenance of Campus Elevators with ThyssenKrupp Elevators
- 7.1 Approval of Personnel Schedule PERS 2007/2008-03
- 7.2 Approval of the Revised Adjunct Compensation Formula for Cooperative Work Experience Education (CWEE) Assignments Effective 07/01/06

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

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

**Approval of Payments
for Supplemental
Services for Full-Time
and Adjunct Faculty;
Information on Full-
Time Faculty
Reassigned Time,
Overload and Extra
Session Payments to
Date
(3.4)**

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

**Board of Trustees Minutes – Business Meeting
August 22, 2007**

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The Board moved Approval of Resolution No. 2007/08-06: Approval of Cash Borrowing Resolution, Temporary Transfers from the Los Angeles County Treasury

Approval of Resolution No. 2007/08-06: Approval of Cash Borrowing Resolution, Temporary Transfers from the Los Angeles County Treasury (5.3)

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

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

Approval of Change Orders for Canyon Country Campus Construction Project (6.5)

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

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

Approval of Change Orders for the Classroom/High Tech Center Construction Project (Hasley Hall) (6.6)

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

The Board moved Approval to Award Contract for University Center Construction Project (Structural Steel & Metal Deck).

Approval to Award Contract for University Center Construction Project (Structural Steel & Metal Deck) (6.7)

Motion: Tichenor Second: Vanover Record of Board Vote: 5-0
Student Trustee: Aye

It was noted that this contract should be a ratification. Therefore, the Board moved Approval to Ratify the Contract for Geotechnical Services for the Canyon Country Campus Construction Project.

Approval of Contract for Geotechnical Services for the Canyon Country Campus Construction Project (6.8)

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

The Board moved Approval of Resolution No. 2007/08-07: Canyon Country Campus Construction Project – Declaration of Intention to Dedicate and Grant Easement for Public Use and Road Purposes to the City of Santa Clarita.

Approval of Res 2007/08-07: Canyon Country Campus Construction Project – Dec of Intention to Dedicate and Grant Easement for Public Use and Road Purposes to the City of Santa Clarita (6.9)

Motion: MacGregor Second: Tichenor Record of Board Vote: 5-0
Student Trustee: Abstain

The Board moved Approval of Resolution No. 2007/08-08: Canyon Country Campus Construction Project – Declaration of Intention to Tender Irrevocable Offer of Dedication and Grant Easement for Public Use and Road Purposes to the City of Santa Clarita.

Approval of Res 2007/08-08: Canyon Country Campus Construction Project – Dec of Intention to Tender Irrevocable Offer of Dedication and Grant Easement for Public Use and Road Purposes to the City of Santa Clarita (6.10)

Motion: MacGregor Second: Tichenor Record of Board Vote: 5-0
Student Trustee: Abstain

**Board of Trustees Minutes – Business Meeting
August 22, 2007**

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The Board moved Approval of the 2007 Academic Summer and Winter Session Salary Schedule (V) for Full-Time Faculty Effective 01/02/07.

Approval of the 2007 Academic Summer and Winter Session Salary Schedule (V) for Full-Time Faculty Effective 01/02/07 (7.3)

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

The Board moved Approval of Classified and Administrative Employees' Holiday Schedule Fiscal Year 2007-2008.

Approval of Classified and Administrative Employees' Holiday Schedule Fiscal Year 2007-2008 (7.4)

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

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

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

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

Dr. Van Hook noted that:

Update on Legislation (10.2)

- ✓ The state budget was finally approved, and for the most part, it is much the same for COC as the one approved at our tentative budget meeting earlier in the year.
- ✓ Based on when the budget workshops will be held, we will aim to have our Budget meeting on September 26th. We anticipate minor changes from the tentative budget that was presented earlier this year as we will have some additional forced costs. We will present the adopted budget with a 6% fund balance going forward.
- ✓ She received a call from Mr. Fred Harris at the Chancellor's office. He and Jim Schrage served on a committee with other Chief Facilities Officers to draft legislation to change the Field Act Requirements for community colleges. Senator Runner has moved that language forward, but it appears it will become a 2-year bill. We appreciate Senator Runner's support and tenacity to pursue much overdue changes in facilities planning and approval for community colleges.

Mr. Dermody was not present.

Academic Senate Report (11.1)

Ms. Mayer had nothing to report. Dr. Van Hook added that Fashia Skjelstad visited her and let her know that a team of classified staff (who attended the leadership workshop) have been meeting to review the bylaws and constitution for the Classified Coordinating Council to move it to a Classified Senate. They also have the support and involvement of CSEA to do so.

Classified Coordinating Council Report (11.2)

Ms. Fiero noted that:

Supt-President's Report (11.3)

- ✓ She attended the *VIA Connecting to Success* fundraiser, where COC had a team of bowlers from the College that participated. It was a fun, successful event.

Dr. Wilding announced that:

- ✓ Yesterday was the 2nd annual Freshman-Faculty lunch and it was quite successful.
- ✓ School starts next Monday and ASG will host Welcome Week for students.
- ✓ Registration lines have been steady, and we expect to have a full south parking lot and will have a "full" feeling on campus.

Dr. Gribbons had nothing to report.

Dr. Capet noted that:

- ✓ He has two new managers to welcome, Dr. Jennifer Brezina and Ms. Gina Bogna, who were approved on the Consent Calendar. He noted they are revitalizing our non-credit offerings and we are excited to have them working together. Ms. Audrey Green will also be working these new managers to pull this program together.

**Supt-President's
Report
(11.3) con't**

Ms. Coleal added that:

- ✓ Our audit is going well, and the Foundation audit is also going great.
- ✓ Ms. Mary Ann Bardin has been busy helping to put the costumes together for the Opening Day performance.

Dr. Van Hook announced that:

- ✓ Ms. Jenkins, Mr. Fortine and Mr. Wilk all filed for re-election and were unopposed. She congratulated them, noting it is a compliment and a great vote of confidence for the job they do to providing oversight to the District.
- ✓ The new Canyon Country staff had a tour and a BBQ, which was coordinated by Dr. Dena Maloney and hosted by Ms. Jasmine Foster at her home. While the temperatures were steamy, it was wonderful to see the progress on campus and talk with the staff and faculty who will be working there.
- ✓ The Early College High (ECHS) event for their first day of school was held in our gymnasium. The kids were very excited, as were their parents. She took a group photo of the Class of 2011 and had copies sent to the kids later that day. They are currently in the University Center until their space opens at the CCC next week.
- ✓ The Wayne Newton performance has sold over 700 seats, and Manhattan Transfer has sold over 500 seats. 55% of the revenue target for 2007-08 has already been met.
- ✓ Dr. Moos has secured the performance of The Alley Cats for a February 14 Valentine's Day performance in the PAC, and she is very excited about this event.
- ✓ The new *Bottom Line* has been printed. It will be distributed to a variety of groups (donors, advisory committee members, etc.) It is designed to get the news and information out to a variety of people in a targeted and strategic way.
- ✓ She and Ms. Audrey Green will be going on a tour of the Cheesecake Factory in their headquarter in Agoura Hills on September 19. They have a portable kitchen station that they use and we are interested in pursuing something similar.
- ✓ The Canyon Country magazine has an ad on the back of their magazine highlighting our new campus.
- ✓ "Dream and Discover" t-shirts and bags will be available on Opening Day. She showed the bag that was designed as part of the sustainable development initiative. In particular, she complimented Nick Pavik on his wonderful design/logo for this year's theme.
- ✓ She appreciated Ms. Bozman's help in getting the details of the advertising and marketing plan for the Canyon Country Campus.

Mr. Vanover announced that:

- ✓ He meet with Dr. Capet and Ms. Jenkins and Ms. MacGregor earlier today.
- ✓ Mr. Wilk attended the ASG's one day retreat, and they appreciated his participation.
- ✓ He distributed the Advocacy handbook (everyone had one at their places at the table). He noted this handbook is given to students during all events on campus.

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

Mr. Wilk added that

- ✓ He was thrilled to be invited to the ASG team building event. They are an outstanding group of people and they have a great year ahead of them

Mr. Fortine noted that he attended:

- ✓ A meeting of the Golden Goose Society, which is part of the Loose Goose. This year, they are sponsoring the Brenda Mahling Foundation during their fundraiser.
- ✓ The ECHS opening day event held on campus.

Ms. MacGregor noted that:

- ✓ Next Monday night is the SCVTA meeting at the Newhall School District offices.
- ✓ She also congratulated Bruce, Scott and Michele for not only saving the District money by being unopposed in the November election, but she is thrilled to work with them again.
- ✓ Thanks to everyone on campus to get the many buildings and projects ready. She knows it has been a very busy time for everyone.

Mr. Tichenor added that:

- ✓ Attended an event called “California Speaks” which was held at 8 different locations around the state for people to discuss alternatives to the health care crisis. The event was held at the Kodak Theatre.
- ✓ He attended an event for Congressman McKeon at the Goldman’s home.
- ✓ He attended the BBQ at Jasmine Foster’s home for the new Canyon Country staff.

Ms. Jenkins added that:

- ✓ She also attended the event for Congressman McKeon.
- ✓ The ECHS opening day was a really nice event. The Gates Foundation and initiative is proving to be an effective and wonderful idea, given that we had 89 students in this class and it provides access for first generation college students. It appeared that there were hundreds of people there to support these students and they did so enthusiastically and enjoyed Dr. Van Hook’s comments and being a cheerleader for the program.
- ✓ She thanked the students who were in the audience for attending the meeting, and invited them to contact any of the Board members at any time.
- ✓ She distributed maps of the Valencia campus with the new names of the buildings on it to her fellow trustees. Dr. Van Hook added that there will be large banners of the new building’s names hanging on the buildings the first day of classes.

None.

Ms. Jenkins noted that the Board would like to review the color board for the new Board room, and they will need to pick out the colors for the new chairs. Ms. Mayer noted she would bring the color boards and other chair colors for the Board members to select.

President Jenkins announced the next meeting will be a Business Meeting held on September 12, 2007 beginning at 5:00 for Closed Session, 6:30 pm for Open Session in the Staff Dining Room.

There being no further business, the meeting was adjourned at 7:38 p.m.

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

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

**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 (09/12/07) and
Adjournment
(12)**

Mrs. Joan W. MacGregor, Clerk
Board of Trustees
Santa Clarita Community College District

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