

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUSINESS MEETING
WEDNESDAY SEPTEMBER 10, 2008
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, September 10, 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
Mr. Michael Dermody, President, Academic Senate
Ms. Lynne Mayer, Administrative Assistant to the Chancellor and the Board of Trustees

Special Presenters and Others Present: LEAP Team Presentations – “Enhancing Student Success via Project-Based Supplemental Learning Models & Success Skills Curriculum” (Adam Kelmpler, Michael Joslin, Amy Foote, Michele Edmonson, Theresa Zuzevich, Barry Gribbons)
Mr. Jim Schrage, Vice President, Facilities Planning, Operations, and Construction
Ms. Sue Bozman, Vice President, District Communication, Marketing, and External Relations
Mr. Chris Blakey, President, COCFA

President Tichenor declared a quorum and called the meeting to order at 5:05 pm.

**Quorum Established
(1.1)**

The Board moved to Closed Session in the Conference Room (HSLH-136), where they discussed the following:

**Closed Session
(1.2)**

The Board discussed the following items:

- 1.2a Conference with Legal Counsel – Anticipated Litigation
One Case
(pursuant to Government Code § 54956(b))

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

The Board returned to Open Session at 6:41 pm, and Mr. Tichenor announced no action had been taken in Closed Session.

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

**Flag Salute
(1.3)**

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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 additional information presented for Item 7.1).

**Approval of Agenda
(1.5)**

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

The Board moved approval of the Minutes for the meetings of August 13 and August 27, 2008 as follows:

**Approval of Minutes
(8/13/08 and 8/27/08)
(1.6)**

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

Dr. Van Hook introduced:

**Recognition/Up Close
(1.7)**

- ✓ Ms. Cathy Ritz, who introduced Mr. Mike Bone (Marketing Director, Spectrum Sport Management LLC) and Mr. Mike Silacci (Area Vice President of External Affairs, AT&T) who were at the meeting to present the College with a \$50,000 check to COC from AT&T as a thank you partnering with them during the championship tournament held in Santa Clarita in March.
- ✓ Ms. Sharon Collins, House Manager of the PAC, who introduced three 300-hour volunteers, (Julia Ballou, William Beno, Fran Rawlins), and one 500-hour volunteer (Donna Halaby). Dr. Van Hook and the Board commended them for their service and dedication to the PAC. Each volunteer was presented with a certificate as a thank you for their efforts, and Dr. Van Hook and the Board thanked them, as well as Ms. Collins, for being a big part of this effort.
- ✓ Ms. Fiero, on Dr. Gribbons' behalf, who introduced the members of the "Enhancing Student Success via Project-Based Supplemental Learning Models & Success Skills Curriculum" – a LEAP Solution Team. A brief description of the 15-Points of College Success program, which is designed to address one skill or resource available to our students each week throughout the semester, was provided by members of the team.

The Board moved approval of the remainder of the Consent Calendar as follows:

**Consent Calendar
(2)**

- 3.1 Approval of New and Modified Courses and Programs
- 5.1 Approval of Purchase Order Schedule PO 08/09-02
- 5.2 Approval of Travel Authorizations Schedule T 08/09-6
- 5.3 Approval of Fiscal Year 2008-2009 GANN Appropriations Limit
- 5.4 Approval of Assignment of Agreement for Specialty Coffee Services with Coffee Kiosk
- 5.5 Approval/Ratification of Interfund Transfers
- 5.6 Approval of Issuance of a District American Express Corporate Card to Tami Toon, Theatre Manager
- 5.7 Approval of Quarterly Financial Status Report: Quarter Ended June 30, 2008
- 5.8 Approval of Resolution No. 2008/09-04: Third Party Administration Services, Tax Sheltered Annuity 403(b) Plan and Approval of Third Party Administration Services Agreement with Keenan Financial Services, Keenan & Associates
- 6.1 Approval of Contract for Landscape Design for Career Technology Education Center (Lawrence R. Moss & Associates)
- 6.2 Approval of Notice of Completion for Canyon Country Campus Construction Project
- 6.3 Approval of Contract for Pre-Construction Services for Library Expansion Construction Project (Heery International)
- 6.4 Approval of Contract for the Dr. Dianne G. Van Hook University Center (R.C. Becker and Son, Inc.)

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- 6.5 Approval of Change Orders for Canyon Country Campus Construction Project
- 6.6 Approval of Change Order for the Roadway, Parking and Building Signage Project (Valencia Campus)
- 7.1 Approval of Personnel Schedule PERS 2008/2009-4
- 7.2 Ratification of Revised Non-Credit Instructor Salary Schedule N
- 7.3 Approval of Revision to Educational Administrator Employment Contract for Director of Nursing
- 8.1 Approval of Renewal of Contract Between Santa Clarita Community College District and 1099 Pro, Inc.

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

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

The Board moved Ratification of Agreement Between the Santa Clarita Community College District and Governor's Office of Planning and Research (OPR).

**Ratification of
Agreement Between
the SCCC and
Governor's Office of
Planning and Research
(OPR)
(3.2)**

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

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

**Approval of Payments
for Supplementary
Services for Full-Time
Faculty; Information on
Full-Time Faculty
Reassigned Time,
Overload and Extra
Session Payments to
Date 2008-2009
(3.3)**

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

The Board moved Approval/Ratification of Budget Transfers

**Approval/Ratification of
Budget Transfers
(5.9)**

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

The Board received the Financial Report—Month Ending June 30, 2008 as information.

**Financial Report—
Month Ending June 30,
2008
(5.10)**

Ms. MacGregor noted she received the amount from Ms. Coleal of how much the state budget delay is costing the College, adding it is approximately \$62,000 through the end of September, which will continue if the budget is not passed soon. Dr. Wilding will check into what impact this has on our PELL Grant program.

Dr. Van Hook:

- ✓ Provided an update on some bills of interest in Sacramento, some of which are currently sitting on the Governor's desk. She also noted the 2009 Community College State Legislative Program is being developed, and proposal are due to the system office by September 25th. It was noted that if Board members have additional ideas, they can forward them to Ms. Bozman or Dr. Van Hook.

**Update on Legislation
(10.1)**

Mr. Dermody noted that:

- ✓ The first Academic Senate meeting will be held tomorrow.
- ✓ They are continuing a general review of the FLEX program, how it is developed, and how it has changed over the years so we can address ways we can improve.

**Academic Senate
Report
(11.1)**

There was no one from Classified Senate present to report.

**Classified Senate
Report
(11.2)**

Ms. Jenkins noted the Foundation executive committee met and the coffee kiosk was the primary discussion.

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

Dr. Van Hook added that the Executive Committee approved operating procedures and clarified what can be done as a sub-committee of the Foundation Board in accordance with the Brown Act, and what can be discussed in closed session meetings. She also confirmed the Foundation Board is now acting in compliance with regulations set forth by the Brown Act on their agendas.

Dr. Van Hook invited Ms. Bozman to provide a special announcement. Ms. Bozman noted that we submitted our college catalog this year to NCMPR (National Council for Marketing and Public Relations), and received notification that we won either gold, silver or bronze for our efforts. This will be announced at their conference at the end of September.

**Chancellor’s Report
(11.4)**

Mr. Schrage, Dr. Capet, Ms. Coleal, Dr. Wilding and Ms. Fiero had nothing to report.

Dr. Van Hook noted that:

- ✓ In conjunction with our campus faculty art show, faculty will be participating in external shows including Rebecca Edwards, Amy Green, Mercedes McDonald, Carrie Burckle, Larry Hurst, and James Lorigan.
- ✓ Dr. Phil Hartley’s daughter, Stephanie, has been hired as the manager in the College of the Canyons’ Bookstore.
- ✓ It has been a busy start of the school year and she shared photos highlighting events on and around campus during this time including Welcome Week, the “Mad-Hatter” birthday party, a visit to Camp Tahquitz for the field studies program, an update on athletics, the check presentation from Mike Moeller for the University Center campaign, an overview of the “How to Get Things Done Effectively” workshops, a classroom visit to Kevin Anthony’s class, and the success of “The Zone” program for athletes.

Mr. Cardenas noted that:

- ✓ He attended the Hoefflin Foundation event last weekend and enjoyed it very much.
- ✓ The ASG had a lot of fun with Snow Day in Canyon Country.
- ✓ He spoke with a counselor this week who was excited about the Zone Program, and the students are really enjoying it and it is very effective.
- ✓ They are looking forward to the Joint meeting with the Board of Trustees.

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

Mr. Wilk had nothing additional to report.

Ms. MacGregor noted that:

- ✓ She enjoyed sitting in the Hasley Hall atrium and fountain area today before the Board meeting. Gary Peterson shared information with her about the Friday night Film screenings in the cinema room.
- ✓ She attended the CCC Advisory Committee meeting today, where Dr. Van Hook made an excellent presentation on the CCC strategic plan.
- ✓ She will be going to the Castaic Board meeting tomorrow night.
- ✓ The SCVTA meeting will be held at COC on September 15. She thanked Mr. Schrage for providing a tour, Ms. Mayer for helping to coordinate parking on campus, and Dr. Wilding for making a presentation on emergency preparedness.

Mr. Fortine noted that he:

- ✓ Attended the Hoefflin dinner, which raised over \$400,000 and was a great event. It was nice to have Mr. Cardenas at the event, too.
- ✓ Served as a volunteer for the Foundation Golf tournament, and Dr. Gribbons and Ms. Shannon Munoz helped to make it very professional. This year's sponsor, Mr. Charlie Rasmussen, was wonderful and everyone had a great time.
- ✓ The CCC meeting was great. It's nice to see everyone come together to enjoy something that is housed in their area of the SCV. Dr. Van Hook's and Dr. Maloney's presentations were informative, with the latter showing the demographics of our enrollment of students at this campus.

Ms. Jenkins had nothing to report.

Mr. Tichenor noted that

- ✓ The Bill Medley concert is this Friday in the PAC, and he will be bringing his brother, who knew one of the original members of the Righteous Brothers.
- ✓ Tomorrow is the PE Building East Ribbon Cutting at 10am.

There were no comments.

There were none.

President Tichenor announced the next meeting will be a Business Meeting on Wednesday, September 24, 2008. Closed Session is scheduled for 5:00 pm, with Open Session at 6:30 pm in HSLH 137.

There being no further business, the meeting was adjourned at 8:08 p.m.

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

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

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

**Announcement of Next
Meeting (09/24/08) and
Adjournment
(12)**

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 _____