

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT**  
**BOARD OF TRUSTEES**

**BUSINESS MEETING/BUDGET STUDY SESSION**  
**WEDNESDAY, SEPTEMBER 13, 2006**  
**MINUTES**

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, September 13, 2006, by President Bruce Fortine, in the Staff Dining Room, Student Center, 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. Scott Thomas Wilk  
Mr. Steve Pemberton, Student Trustee

Others Present: Dr. Dianne Van Hook, Superintendent-President  
Dr. Mitjl Capet, Assistant Superintendent/VP of Instruction  
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  
Mr. Michael Dermody, Academic Senate President (departed 9:31 pm)  
Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Others Present/ Mr. Don Takeda, Department Chair, Biology  
Special Guests: Ms Sue Bozman, Dean, District Communication, Marketing & External Relations  
Ms. Stephanie Corral, Public Information Office Intern

President Fortine declared a quorum and called the meeting to order at 5:02 p.m. The Board moved to Closed Session in Private Dining Room #1, Student Center. **Quorum Established (1.1)**

The Board discussed the following items:

1.2a Conference with Legal Counsel – Anticipated Litigation One Case  
*(pursuant to Government Code §54956.9)*

**Closed Session (1.2)**

1.2b 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, Gribbons, Jenkins, MacGregor, Tichenor, Van Hook, Wilding and Wilk. Mr. Steve Harber (attorney) was present for Item 1.2a.

The Board returned to Open Session in the Staff Dining Room at 7:00 p.m. President Fortine announced the Board took no action in Closed Session.

President Fortine asked Mr. Wilk 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)**

Mr. Fortine welcomed Mr. Wilk to his first meeting as a new Board member. He noted that Mr. Wilk was approved by the Board on August 23, 2006 to fill the vacancy and was administered the Oath of Office on September 5, 2006. All applicable paper work was sent to the Office of Education in compliance with their requirements.

Mr. Fortine noted the passing of Mr. Tom Veloz earlier today. Mr. Veloz was a friend and great supporter of education and of College of the Canyons, and he will be greatly missed. There was a moment of silence in honor of Mr. Veloz's memory.

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

The Board moved approval for the minutes of 08/23/06 as follows:

**Approval of Minutes  
(08/23/06)  
(1.6)**

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

Dr. Van Hook introduced Ms. Sue Bozman to present the recognition. Ms. Bozman noted the Community College Public Relations Organization (CCPRO) and the Foundation for California Community Colleges (FCCC) awarded a \$1000 writing scholarship to Ms. Stephanie Corral, a COC student who has served for the past year as an intern in our public information office. Ms. Bozman presented the check to Ms. Corral and the Board congratulated Ms. Corral on her accomplishment.

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

Dr. Van Hook introduced Mr. Don Takeda (Department Chair, Biology), who provided the Board with an overview of the Biology Department, their recent accomplishments, and goals for the future. The full-time staff of the department was also present for the presentation. The Board thanked Ms. Didrickson, Mr. Takeda and the Biology Department for their hard work and dedication to our students through the success of this department.

The Board moved approval of the Consent Calendar as noted below:

**Consent Calendar  
(2)**

- 3.1 Approval of Agreement Between Santa Clarita Community College District and Henry Mayo Newhall Memorial Hospital Nursing Instructor Funding
- 3.2 Approval of Agreement Between Santa Clarita Community College District and UCLA Healthcare/Santa Clarita Oncology
- 3.3 Ratification of Agreement Between Santa Clarita Community College District and Catholic Healthcare West
- 3.4 Approval of Surplus District Property Other than Land Under Board Policy 707 (Welding Dump Truck)
- 4.1 Approval of Contract Between Santa Clarita Community College District and Cynosure New Media, Inc.
- 5.1 Approval of Purchase Order Schedule PO 06/07-02
- 5.2 Approval of Travel Authorizations Schedule T 06/07-03
- 5.3 Approval/Ratification of Interfund Transfers
- 5.4 Approval of Quarterly Financial Report: Quarter Ended June 30, 2006
- 5.5 Approval of Santa Clarita Community College District Memberships for Fiscal Year 2006-2007
- 5.6 Approval of Fiscal Year 2006-2007 GANN Appropriations Limit
- 5.7 Approval of Authorization for Increase in Cash Loan for State Construction Fund (Fund 41) for Fiscal Year 2006-2007

- 5.8 Approval of Agreement Between Santa Clarita Community College District and Poole & Shaffery, LLP **Consent Calendar (2) con't**
- 5.9 Approval of Renewal of Contract to Participate in the Chancellor's Office Tax Offset Program (COTOP) for the Period October 2, 2006 through December 29, 2007
- 5.10 Approval of Agreement Between Santa Clarita Community College District and Canyons Aquatic Club, Inc.
- 6.1 Approval of Change Order for Laboratory Expansion Construction Project
- 6.2 Approval to Award Contract for I-Building Cooling Plant Construction Project
- 6.3 Approval to Award Contract for North Central Cooling Plant Construction Project
- 6.4 Approval of Renewal of Professional Services Agreement Between Santa Clarita Community College District and Mr. Merle Cannon
- 6.5 Approval of Lease Agreement with Omnipoint Communications, Inc. for Placement of Telecommunications Antenna on District Property
- 6.6 Approval of Memorandum of Understanding with the Santa Clarita Auto Fair
- 7.1 Approval of Personnel Schedule PERS 2006/2007-4
- A. **ACADEMIC PERSONNEL**
3. Employment, Temporary Hourly as Needed  
**(additional names of Adjunct Instructors for Fall 2006 presented)**
- B. **CLASSIFIED PERSONNEL**
2. Employment – Regular
- Laura Branch**, Student Services Specialist I (Student Development/ ASG) Part-Time, **Classified Represented Salary Range 16, Step 1 (\$1,295/ pro-rated for Part-Time), start date September 14, 2006.**  
(Position #696000-CD06)
- Ronald Pruitt**, Computer Support Technician II (60%), **Classified Represented Salary Range 32, Step 1 (\$2,180 monthly)**, start date pending.
- Brian Malmeth**, Computer Support Technician II (60%), **Classified Represented Salary Range 32, Step 1 (\$2,180 monthly)**, start date pending.
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
- Kathleen Benz, Student Business Office Supervisor, **start date confirmed as September 25, 2006.**
- Dr. Patty Robinson**, Dean, Social Science and Business – **Correction to her contract (Item 7.4 on this agenda) – Correct Salary is \$108,461 per year.**
- 7.2 Approval of Classified Administrator Employment Contract for Associate Director, Center for Early Childhood Education Infant/Toddler Programs
- 7.3 Approval of Classified Administrator Employment Contract for Director, Small Business Development Center (SBDC)
- 7.4 Approval of Academic Administrator Employment Contract for Dean, Social Science and Business
- 8.1 Approval of Surplus District Property Other than Land Under Board Policy 707 (Computers/Audio Visual Equipment)
- 10.1 Approval of Surplus District Property Other than Land Under Board Policy 707 (Photo copiers)

Dr. Van Hook noted Dr. Floyd Moos was just approved as Dean, Fine & Performing Arts. We are looking forward to having a separate division with 8 departments, and are fortunate to have Dr. Moos as the Dean overseeing this area.

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

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

The Board moved Approval of Payments for Supplemental Services for Full-Time Faculty and Adjunct Faculty. The totals on this agenda equate to a little over \$17,000 for District funded supplemental services, and \$36,400 for Grant funded services. Ms. Jenkins noted these are additional payments to full-time and adjunct faculty members for compensation they can earn outside of their regular salary.

**Approval of Payments  
for Supplemental  
Services for Full-Time  
Faculty and Adjunct  
Faculty  
(3.5)**

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

The Board moved Approval/Ratification of Budget Transfers.

**Approval/Ratification of  
Budget Transfers  
(5.11)**

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

President Fortine opened the Public Hearing on the 2006-2007 Adopted Budgets and it was presented for information and comments. Upon hearing none, the hearing was closed.

**Public Hearing on the  
2006-2007 Adopted  
Budgets  
(5.12)**

Ms. Coleal provided a PowerPoint presentation to the Board, highlighting the District growth rates, comparisons to surrounding Districts, impacts on full-time faculty obligations, history of enrollment fee increase, revenue assumptions, expenditure assumptions, and the 2006/07 Adopted Revenue Budget. Ms. Coleal, Dr. Van Hook and the Board thanked Ms. Grandgeorge and Ms. Haywood for the tremendous amount of work they put into this project, the materials and the presentation.

**Adoption of 2006-2007  
Budgets  
(5.13)**

The Board moved Adoption of the 2006-2007 Budgets as follows:

Motion: Jenkins                      Second: Tichenor                      Record of Board Vote: 4-0-1  
Abstain: Wilk  
Student Trustee: Aye

The Board received the Financial Report – Month Ending June 30, 2006 as information.

**Financial Report –  
Month Ending 06/30/06  
(5.14)**

Dr. Van Hook noted that:

- ✓ We held a press conference for Senator Runner to discuss the 3 bills he has going forward in Sacramento, and we are urging the Governor to sign them. She noted we are excited about getting the amendments removed on the concurrent enrollment bill, which will make a huge difference for high school students.
- ✓ Approximately one month after the Governor's deadline for signing bills, we will get a summary of the bills related to community colleges that will be forwarded on to the Board.

**Update on Legislation  
(10.2)**

Ms. Jenkins:

- ✓ Reviewed the goals and parameters of SB1563 – a bill to enact legislation to establish a Community College Early Assessment Pilot Program for the purpose of providing high school students with an indicator of their readiness for transfer level English and math.
- ✓ Was asked to speak to the Board of Governors regarding the idea of adding a trustee to the Consultation Council. They have now decided two trustees should be added to the Council.

- ✓ Attended a reception in Sacramento for Mr. Scott Lay.

Mr. Dermody had departed the meeting.

**Academic Senate  
Report  
(11.1)**

Ms. Mayer had nothing to report.

**Classified Coordinating  
Council Report  
(11.2)**

Dr. Van Hook:

- ✓ Complimented the Public Information Office on the article “Learning is Sweet” featuring our ETI partnership with Chocolates a la Carte for training.
- ✓ Noted she and Dr. Gribbons had lunch with Don Fleming yesterday to discuss new joint ventures going forward. She noted the college’s excitement with the auto dealers’ pledge of \$100,000 which enabled us to submit the Industry Regional Driven Collaborative (IRDC) grant to establish an automotive technology program beginning this semester.
- ✓ Announced that tomorrow, she will be speaking at the Chamber Quarterly Lunch about what is new at COC and the need for Measure M to be passed.
- ✓ Noted that next week, she and Mr. Fortine will be presenting Measure M to the Newhall School District Board of Trustees, and that Mr. Fortine and Dr. Capet will do the same for the Wm. S. Union Hart District on September 21<sup>st</sup>.
- ✓ Reported that enrollment (FTES) is up between 10 and 11.5%, and headcount is up 6.5%.
- ✓ Announced that she and Dr. Capet attended a performance on September 11<sup>th</sup> at the Repertory East Playhouse entitled “The Guys,” a tribute to 9/11. Mr. Murray Siegel directed it, and it was a wonderful performance.
- ✓ She received a call from Mr. Jim Ventress (Boys & Girls Club) offering to share their booth with COC to distribute Measure M information at the Kid’s Day Festival this Saturday.
- ✓ Noted that next Monday, we have 11 faculty members and a few administrators who will be going to EON Reality to explore the joint partnership to develop an interactive simulation based learning software.

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

Ms. Fiero had nothing to report.

Dr. Wilding noted that SCV College Day will be held September 30<sup>th</sup> on the COC campus. We work with the Hart District to co-host this event. It will be held in the gymnasium and will run between 9:00 am and 1:00 pm.

Dr. Gribbons had nothing to report.

Dr. Capet noted that the department chair retreat will be held later this week. They plan to discuss policies and procedures for uniformity, and ways to keep the lines of communication open.

Ms. Coleal noted that:

- ✓ She attended the Hoefflin Foundation “Evening Under the Stars” event.
- ✓ She participated in the COC Foundation Golf Tournament. The tournament went well and we had 14 students (former and current golf team members) play on teams and interact with others from local companies.
- ✓ The Foundation and District audit will begin on September 18<sup>th</sup>.

Mr. Pemberton noted that:

- ✓ The ASG had their first event today, which was Club Rush.
- ✓ They interviewed two candidates for vacant positions in ASG. They currently have 5 people as officers and are looking forward to filling more positions.

Mr. Wilk noted he:

- ✓ Has been working with Bruce MacFarland to secure the endorsement for Measure M from the Democratic Organization.
- ✓ Has also been working to gain an endorsement from Mr. Cameron Smyth.
- ✓ Will be making a presentation on September 20 to the full Los Angeles County Republican party for their endorsement.

Ms. MacGregor attended:

- ✓ The 9/11 memorial at the Fire Station. She thanked Mr. Wilk for helping to put such a wonderful tribute together.
- ✓ The Board FLEX workshop, which was great and well attended by staff.
- ✓ Opening Day, which was wonderful, and the PE groundbreaking ceremony.
- ✓ The SCV Trustees Association meeting, where they had the City Planners in attendance.
- ✓ A presentation and dinner for a discussion on Jessica's Law, which will be on the November ballot.
- ✓ The Cuba Oriente Art Reception and opening of the exhibit.
- ✓ The New Employee Reception in the PAC.
- ✓ The Foundation Golf Tournament dinner and time with the students.
- ✓ A meeting for the Scholarly presentation committee, which was missing this year's presenter. She noted that next fall, we will be highlighting Jia-Yi Cheng-Levine as the presenter.
- ✓ The Michael Hoefflin Foundation dinner.
- ✓ The Signal luncheon for the "51 Influential" people in the Santa Clarita area.

Ms. MacGregor also thanked Ms. Sue Bozman for her response to an opinion piece in a local paper.

Mr. Tichenor:

- ✓ Welcomed Mr. Wilk, noting it was nice to have a full 5-member board.
- ✓ Noted he attended many of the same events Ms. MacGregor had mentioned.
- ✓ Thanked Dr. Capet for his help in coordinating communication to his class at Bakersfield College last week, as Mr. Tichenor couldn't get there because of the fires.
- ✓ Noted he also tried to give blood at the blood drive today, but missed the last cut-off time.

Ms. Jenkins attended the Library Associates discussion with the two mystery authors from Los Angeles, adding that it was very interesting.

Mr. Fortine noted that he attended:

- ✓ Many of the same events as other trustees, and also had the opportunity to meet with Mr. Wilk and to administer the Oath of Office to him at the Cuba Oriente opening.
- ✓ "The Art of Healing" exhibit opening at Providence Holy Cross which is displayed in their lobby.
- ✓ Opening Day luncheon and the PE Groundbreaking ceremony.
- ✓ The Santa Clarita Valley Arts Commission meeting and they are anxiously awaiting time with Dr. Capet, as he is an artist.
- ✓ The Excelencia Awards dinner.
- ✓ The Foundation Golf tournament
- ✓ The Press conference for Senator Runner.
- ✓ A Summit Homeowner's meeting.
- ✓ The Signal's luncheon for the "51 Influential" individuals.

**Board of Trustees Minutes – Business Meeting/Budget Study Session  
September 13, 2006**

2006/07-29

Mr. Fortine also noted that he, Mr. Wilk and Ms. MacGregor were introduced to a representative from Flewelling & Moody, whose comments about working with Mr. Jim Schrage were wonderful, as well as their interactions with Ms. Coleal. He noted that COC has a level of respect in the contracting industry, and, in particular, we pay our bills on time, which makes an incredible difference to the contractors.

None.

Mr. Duke addressed the Board, inquiring as to how the does budgeting (single or multiple years). Dr. Van Hook provided a brief overview for Mr. Duke of the community college budget allocation/notification process, how and when we receive information from the state, and how we build our budget around this information.

President Fortine announced the next meeting will be on Wednesday, September 27, 2006. The meeting will begin at 5:00 pm for Closed Session and 6:30 pm for Open Session.

There being no further business, the meeting was adjourned at 10:10 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 (09/27/06) and  
Adjournment  
(12)**

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Mr. Ernest L. Tichenor, Clerk  
Board of Trustees  
Santa Clarita Community College District

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

Entered in the proceedings of the District \_\_\_\_\_