

**Item 3**

This time has been set aside for the public to address the Board of Trustees on items that are NOT ON THE AGENDA, but those items will not be acted upon by the Board at this meeting. **ALL** speakers must submit a "Request to Speak" form prior to this portion of the meeting and will be recognized by the President of the Board. Five minutes will be allotted to each speaker and not more than 20 minutes on any subject.

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

and

**WILLIAM S. HART UNION HIGH SCHOOL DISTRICT  
GOVERNING BOARD**

**JOINT MEETING / BUSINESS MEETING**

Dr. Dianne G. Van Hook University Center  
College of the Canyons  
26455 Rockwell Canyon Road ~ Santa Clarita, California 91355

**WEDNESDAY, SEPTEMBER 22, 2010**

**4:15pm – Closed Session for the COC Board of Trustees – UCEN 262**  
**(5:00pm - Adjournment for Board and Staff/Administration Dinner – Outside Patio off Lobby)**  
**6:00 to 8:00 pm - Joint Meeting/Open Session (public welcome) – UCEN 258**

**1. PRELIMINARY FUNCTIONS**

- 1.1 Call to Order/Establishment of a Quorum - Public Comment on Closed Session Items
- 1.2 CLOSED SESSION (Santa Clarita Community College District Board of Trustees)
  - 1.2a Conference with Labor Negotiator (*pursuant to Government Code §54957.6*)  
Santa Clarita Community College District Representative: Dr. Michael Wilding  
College of the Canyons Faculty Association (COCFA)
- 1.3 Establishment of a Quorum at Joint Meeting – COC Board of Trustees and Hart District Governing Board
- 1.4 Pledge of Allegiance
- 1.5 Welcome to Guests/Recognition of Staff Representative(s)  
It is the desire of the Board to afford members of the audience an opportunity to speak to any item ON THE AGENDA. Members of the audience may address the Board at this time. When acknowledged by the President of the Board, the speaker should state name, affiliation (if any) and the item on the agenda to be addressed. (Members of the audience may also request to speak to an agenda item being considered by the Board during the course of the meeting through recognition by the President of the Board.)
- 1.6 Approval of Agenda ACTION

**2. JOINT BOARD MEETING ITEMS**

- |     |   |                        |
|-----|---|------------------------|
| 2.1 | Hart District Strategic Plan Progress                 | Information/Discussion |
| 2.2 | Career Technical Education Update                     | Information/Discussion |
| 2.3 | California Partnership for Student Success (Cal-PASS) | Information/Discussion |
| 2.4 | Update on Academy of the Canyons (AOC)                | Information/Discussion |

**3. Comments by Members of the Audience on Any Item NOT ON THE AGENDA**

**4. Adjournment (Joint Meeting) and Reconvene (for Santa Clarita Community College District Board of Trustees Business Meeting)**

**5. BUSINESS MEETING – CONSENT CALENDAR**

**ACTION**

Unless a Board member removes an item from the Consent Calendar, the calendar will be approved at one time by the Board of Trustees. A member of the audience may request that the Board provide further information regarding a specific item prior to the approval of the Consent Calendar. The following ACTION/CONSENT items on the adopted Agenda are recommended for approval at this time.

- 5.1 Approval of Travel Authorizations Schedule T 10/11-6
- 5.2 Approval of Renewal of Contract to Participate in the State Chancellor's Office Tax Offset Program (COTOP) for the Period October 1, 2010 through December 20, 2011
- 5.3 Approval of Personnel Schedule PERS 2010/2011-05

**6. ANNOUNCEMENT OF NEXT MEETING**

College of the Canyons - Wednesday, October 13, 2010, Business Meeting will be held at the Canyon Country Campus (Room 502), 17200 Sierra Highway, Canyon Country, CA. Closed Session at 4:30 pm, Open Session at 6:00 pm.

**and ADJOURNMENT**

*If you need a disability-related modification or accommodation (including auxiliary aids or services) to participate in the public meeting, or if you need an agenda in an alternate form, please contact the Chancellor's Office at College of the Canyons at least 24 hours before the scheduled meeting.*

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 09/22/10

**AGENDA**

**CATEGORY** JOINT MEETING ITEM

**ITEM/TITLE** Hart District Strategic Plan Progress

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

Highlights of the Hart District Strategic Plan progress for the 2009/10 school year will be presented.

The five-year Hart District Strategic Plan, approved by the Governing Board in 2006, has guided the work of the District for the last four year. By focusing on the seven Strategic Plan goals, the District has been able to achieve much in the areas of communication, instruction, health and safety, equity, family/community partnerships, career-technical opportunities, and fiscal responsibility. Throughout the year, the Governing Board has received information on topics that support the Strategic Plan. Tonight, staff will present highlights of Hart District's progress towards meeting Strategic Plan goals.

**FISCAL IMPLICATIONS:**

Not applicable – provided for Information/Discussion only.

**RECOMMENDATIONS:**

Not applicable – provided for Information/Discussion only.

Submitted by:

Vicki Engbrecht

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

Vicki Engbrecht

Asst. Supt, Educational Services

## **Strategic Goal # 1: Communicate substantive, current district and school information to all stakeholders.**

- A separate Hart District web page was launched this year to provide information to the community on the selection of the Castaic area high school. The website received over 5,000 hits in the period from March to June 2010.
- A Twitter account was created to alert the community whenever new information has been posted to the web.
- The District is taking advantage of its connection with SCVTV to host a regularly scheduled "Education Today" television program, which is broadcast daily on Time Warner Cable, AT&T U-verse, and streaming live on the Web at scvtv.com. Administrators and teachers who have interesting stories to tell are taped in the SCVTV studio and the short segments are combined into a 30-minute broadcast, which changes on a weekly or bi-weekly basis.
- The District is making expanded use of the e-mail function available through the Blackboard Connect (formerly ConnectED) system. There are currently more than 17,000 students represented by more than 13,000 e-mail addresses in the system.
- A survey at the beginning of the year indicated that 57.5% of parents prefer to receive information by e-mail, and this is a way to pass along messages that

aren't urgent enough for the telephone system. This e-mail system has been used to notify parents about upcoming drug awareness seminars and to encourage them to sign up for the eNotification system for up-to-date news.

- A moderated blog was set up on the Castaic area high school web page so interested members of the community can comment. The District maintains control over which comments are posted to the blog and which comments appear in Frequently Asked Questions (FAQ). A FAQ page on the Castaic area high school web page was created to respond to the most common queries.
- Infinite Campus has been identified as the new student information system. The conversion process started in December 2009 and will go live on August 2, 2010. The determining factors for choosing Infinite Campus were that it is web based, includes a parent component, complies with state reporting, and is user-friendly.
- The Parent Portal gives parents access to important information about their children attending Hart District schools. Using a password-protected website, parents can view attendance, classroom grades, state achievement data, and transcript information.
- The District is taking full advantage of the High School Page and the Kids Page published on a weekly basis by **The Signal**, providing an opportunity to publicize the positive things happening in district schools, and giving students an incentive to write about their activities and see their work in print.

## **Strategic Goal # 2: The instructional program will emphasize rigor in reading and writing in all content areas.**

- Twelve of the 17 schools in the District received a decile rank of 8 or higher on the 2009 Academic Performance Index (API) Base released in May 2010. The ranking is based on students' performance on the standardized tests administered in the spring of 2009.
- The District's API of 818 was the highest API among Union High School Districts of over 10,000 ADA in the State.
- The District's API has increased more than 100 points since 2002.
- All Hart District high schools and junior high schools met 2009 Adequate Yearly Progress (AYP) school-wide goals for English Language Arts.
- The percent of students scoring proficient or higher in English Language Arts, as measured by STAR, increased this year at every grade level except 7<sup>th</sup> grade, where it remained the same.

- All 8<sup>th</sup>, 9<sup>th</sup>, and 10<sup>th</sup> graders took a District writing assessment. Teachers scored the writing samples collaboratively, and used the results to plan their writing instruction programs to prepare students for STAR testing and CAHSEE.

- In 2010, 91% of District 10th graders passed the English Language Arts portion of the CAHSEE the first time they took it.

100% of Academy of the Canyons students passed the English Language Arts portion of the CAHSEE.

<b>10<sup>th</sup> CAHSEE</b>	<b>2007</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>
Canyon	89%	88%	90%	<b>87%</b>
Golden Valley	82%	80%	85%	<b>82%</b>
Hart	85%	87%	84%	<b>84%</b>
Learning Post	93%	100%	94%	<b>94%</b>
Saugus	92%	94%	94%	<b>94%</b>
Valencia	92%	95%	93%	<b>94%</b>
West Ranch	92%	90%	93%	<b>96%</b>
AOC	N/A	N/A	100%	<b>100%</b>
<b>District</b>	89%	89%	90%	<b>91%</b>

### **Strategic Goal # 3: Forge productive school/family/community partnerships.**

- The Santa Clarita Valley K-12 Arts Education Outreach Program has created a strategic plan with the goal of bringing together leaders of the districts and community to advance an effort to create partnerships that will provide a rich array of diverse art education opportunities for the K-12 students in our community.
- Teachers from the Hart District, College of the Canyons, and local universities formed two discipline specific Professional Learning Councils – English and mathematics through the California Partnership for Achieving Student Success (Cal-Pass). The councils met monthly through the spring semester to collaboratively discuss finding productive, proactive ways to help local students successfully progress through the educational system. Councils established goals that will guide their work next school year.
- Over 500 junior high students participated in “College Make It Happen” in March. Students toured the COC campus and met with professors in areas including culinary, land surveying, animation, video/film/radio, interior design, athletic training, architecture, graphic-multimedia design, and engineering. The purpose of this program is to motivate students at a young age to begin thinking about the possibilities for their futures.

- Six community meetings were held this year to gather input regarding boundary changes for both the junior highs and high schools.
- The District actively participates on the city-sponsored Family Education and Resources Committee, which is a clearinghouse and networking body where local providers are connected with organizations offering assistance to families.
- Parent education seminars were held this year throughout the community as part of the CADRE program to inform parents about drug prevention.
- A productive relationship with the Child and Family Center continues to provide resources to students and their families, including DAPEC (Drug and Alcohol Prevention and Education Committee), Sequoia Charter School, and School-Based Mental Health.
- Use of “Snap Grades” at the junior highs keep parents aware of their children’s progress in class.
- One of the biggest demographic shifts in District schools has occurred at La Mesa Junior High School, where African American students represent slightly more than 9% of the population. To that end, La Mesa administration instituted "Parent Partnership" meetings for African American parents, held each semester, and focusing on strategies for improving student academic outcomes, school support programs, high school and college readiness, and community resources.

## **Strategic Goal # 4: Create career/technical education opportunities to increase students' successful transition to the workforce.**

- The “Faculty in Industry” partnership between COC, the Hart District, and local business and industry has resulted in a program that allowed 21 teachers to be sent to specific industry sites to spend a day learning about the skills necessary to succeed as an employee in that industry. The goal is to encourage teachers to integrate this information into their daily curriculum so as to better prepare students for future participation in the workforce.
- California Partnership for Achieving Student Success (Cal-Pass) has allowed teachers from the Hart District, College of the Canyons, and local universities to form two discipline specific Professional Learning Councils – English and mathematics. The councils met monthly through the spring semester to collaboratively discuss finding productive, proactive ways in which to help local students successfully progress through the educational system. Councils established goals that will guide their work next school year.
- Teams from each high school received training and certification in Career Pathways Leadership. The training was held over two days in the fall on the campus of COC, and was administered by representatives from the National Career Pathways Network. Participants developed clear definitions of what career pathways are, examined criteria to evaluate current pathways, and interacted with data that demonstrated the value of career pathways.

- Teams from each Hart District school spent March 26<sup>th</sup> on the campus of COC working together to create an implementation plan for a Career Technical Education program for their site. Participants spent the morning interacting with industry professionals and learning the specific education and job skills needed by individuals entering that career field. After hearing a keynote speaker at lunch, the teams began creating their site specific plan.
- High school teams from the Career Leadership Day returned to COC in mid-April to continue their work in completing a CTE implementation plan. Schools created a final draft of their plan, established a clear time line for producing fall activities, and selected a CTE representative for their site.
- Career Central is an online career portal created by the SCV School & Business Alliance to connect students, parents, educators, and employers for purposes of promoting early career exploration for students ages 5 to 20. In this interactive website, students can explore careers and learn about the skills they will need to be successful adults. Parents may access career resources and information. Employers may post internships and job shadowing opportunities.
- Groundhog Job Shadow Day provided opportunities for more than 150 students, representing each District high school, to spend the day at selected job sites with their business mentors.

- The third annual all-valley career fair, *Discovering Careers – 2010*, drew almost 4,000 students and parents on Saturday, April 17. This hands-on event encouraged students and parents to start thinking about future career opportunities and gave businesses a chance to share their interests with local youth.
- Four Hart District administrators serve as members of the School and Business Alliance Executive Committee.
- The Career Technical Education Committee, representing a partnership between College of the Canyons and the Hart District, meets monthly to facilitate articulation between the two districts.
- Over 1,700 students participated in 41 different career-related courses through the Regional Occupational Program (ROP).
- Almost 2,000 junior and senior high school students were connected with School to Career activities through the Career Visions program.
- Close to 3,000 juniors, representing all high schools, participated in the annual “Connecting to Success,” an event that provides a business conference experience to 11<sup>th</sup> graders. The event included a general session highlighting post-secondary education and break-out sessions facilitated by local business people.

**Strategic Goal # 5: Establish an environment in which everyone is valued and treated with dignity and respect and where all students are afforded equal educational and extra-curricular opportunities.**

- The District remains one of the few comprehensive school systems in the state of California that tracks, monitors, and reports bias incidents on a monthly basis. This data is used to help site administrators identify challenges, and to gauge the effectiveness of intervention efforts.
- The number of bias-related incidents has decreased this year, as compared to last year, at the junior high level but increased at the senior high level.

	<b>Junior High School</b>	<b>Senior High School</b>	<b>Total Bias Incidents</b>
<b>2006/07</b>	<b>74</b>	<b>29</b>	<b>103</b>
<b>2007/08</b>	<b>24</b>	<b>30</b>	<b>54</b>
<b>2008/09</b>	<b>32</b>	<b>16</b>	<b>48</b>
<b>2009/10</b>	<b>28</b>	<b>29</b>	<b>57</b>

*B*

- Teaching Tolerance.Org recognized the Hart District as a “model program” for its district-wide participation in Mix It Up Day. All District schools were cited on the Mix It Up day web site, and beginning in September 2010, specific activities from the schools will be spotlighted online. The Hart District led the nation in the number of schools participating.
- More than 350 Hart District junior high school students participated this year in the Youth Summit, a collaborative effort between the Hart District and the City. Seventh and eighth graders gathered at the City’s Activities Center for a day of challenging activities designed to break down social barriers and promote positive relations across school campuses.
- This year more than 1,000 9<sup>th</sup> grade students participated in the SHARE (Stop Hate and Respect Everyone) Tolerance Trailer, sponsored by the Los Angeles County Sheriff’s Department. The program consists of a 24-seat mobile theater where students view a film dramatizing actual hate crimes that have occurred in Los Angeles County. After viewing the film, students debrief with specially trained deputies and discuss ways to prevent bullying, intolerance, and violence.
- More than 350 students across ten campuses are working among their peer groups to reduce intergroup tensions, increase social inclusion, and promote a general atmosphere of respect for all students through the Safe School Ambassador Program.

- Forty Canyon High School students were trained to present diversity assemblies to 6th graders as part of Operation US. An estimated 260 students from five elementary schools in the Sulphur Springs District participated in the assemblies led by high school facilitators.
- Sixty-five Rio Norte students were trained to present diversity assemblies to 3rd graders as part of Operation US. More than 600 elementary school students from the Saugus Union District participated.
- Forty-five students from Canyon High School and Valencia High School organized and coordinated year-long efforts to raise awareness about universal children's rights, the use of child soldiers, and children in refugee camps worldwide. Other projects included Haitian relief collections, a writing and poster contest, and school-wide assemblies.
- Fifty-six Valencia High School students were trained to present diversity lessons to 6th graders as part of the STRIVE program. Eight elementary schools in the Saugus School District participated.
- Site leadership at La Mesa Junior High School instituted bi-annual meetings for the parents of African American students. Topics included "Understanding the Achievement Gap," test taking preparation, home study strategies, and opportunities for parent involvement in school.

**Strategic Goal # 6: Continue to ensure that the health and safety of all students is of primary concern on all campuses.**

- The CADRE (Comprehensive Alcohol and Drug Reduction and Education) program, which began in March 2009 with 256 participants, grew to include over 800 participants this year.
- The District has implemented a notification process that forwards electronic Health Advisory bulletins from the Los Angeles County Department of Health directly to each of the District's campuses. These bulletins are sent by the county whenever temperature or air quality issues warrant extra care concerning outside activities such as physical education, marching band, or sports practices.
- A shaded pavilion for Academy of the Canyons students was designed, and is under construction, to provide an outdoor gathering and eating area for students.
- Heart Attack Rescue Training was provided as a pilot to over 600 students. This program, which results in a CPR certificate, will be given to every student enrolled in a Health class next year.
- New requirements were developed requiring non-certificated coaches and advisors to submit applications and be approved through the Commission on Teacher Credentialing. Included in the process is a complete background check.

## **Strategic Goal # 7: Provide fiscal stability and accountability at all levels within the District.**

- A supplementary retirement plan was offered to management to achieve budget savings by reducing 5 administrative positions.
- A supplementary retirement plan was offered to achieve budget savings by reducing 40 classified positions, several at the top of the salary schedule.
- Working with the Board, the District developed an expenditure-reduction plan to cut \$15 million in spending with the result of reducing deficit spending.
- All modernization projects stayed within Board approved budgets and change orders were kept within project contingencies.
- The District successfully obtained \$3.5 million in State reimbursement for Academy of the Canyons.
- A Health Benefits committee was formed, consisting of representatives from certificated, classified, and management groups. Its Mission Statement: To provide high quality healthcare and wellness to all our employees and their families at an affordable price. All stakeholders are represented as the District considers different options for healthcare coverage.

- A Site Selection process was developed to assure that District resources are used in the most efficient way for determining a site for the Castaic area high school.
- A Finance Committee has been established comprised of teachers, classified employees, and management to review the fiscal position of the District on a quarterly basis.
- The new science building at Hart High School, which opened in January 2010, uses methods for saving energy including light tubes, natural lighting, energy efficient HVAC systems.
- Placerita Junior High School modernization was completed on time and under budget.
- The Purchasing Department has provided employees online access to newly created lists of Preferred and Secondary vendors ([hartdistrict.org/Departments/Purchasing](http://hartdistrict.org/Departments/Purchasing)). The vendors on the lists have a relationship with the District, and have demonstrated the ability to provide quality products at a reasonable price. If an employee finds it necessary to use an alternate vendor, a New Vendor Form is also available online at the same site.

- The District has been able to overcome cash flow challenges resulting from apportionment deferrals imposed by the State with a mid-year issuance of 9.3 million in Tax Revenue Anticipation Notes (TRAN). Fitch Rating Agency upgraded the District's short-term rating from F1 to F+, indicating that the cost-cutting measures taken by the District have improved its financial position.
- Based upon an analysis of the cost of the use of school facilities by outside agencies, facilities usage fees were increased to cover costs.
- Energy efficient and environmentally sensitive buses were purchased and a propane fueling station is being installed.
- The District continues to scrutinize and revise the manner in which co-curricular programs fund raise and allocate funds secured from parents through booster clubs and ASB-based accounts. The dual goals are to set reasonable expectations for parent contributions in support of mutually agreed upon activities, and for parents to fulfill the fundraising commitments they make when planning with program coaches and advisors.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 09/22/10

**AGENDA**

**CATEGORY** JOINT MEETING ITEM

**ITEM/TITLE** Career Technical Education Update

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

This item will provide an update on the work accomplished in the area of Career Technical Education.

The Santa Clarita Community College District and the William S. Hart Union High School District have partnered on a number of initiatives over the last 18 months. Most notably are the Career Technical Education initiatives related to Tech Prep and the SB70 Community Collaborative grant.

Information will be shared that updates the activities completed by the partnership and highlights its future plans.

**FISCAL IMPLICATIONS:**

Not applicable – provided for Information/Discussion only.

**RECOMMENDATIONS:**

Not applicable – provided for Information/Discussion only.

Submitted by:

Ms. Audrey Green/Mr. Dave LeBarron

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

Ms. Audrey Green/Mr. Dave LeBarron

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 09/22/10

**AGENDA**

**CATEGORY** JOINT MEETING ITEM

**ITEM/TITLE** California Partnership for Student Success (Cal-PASS)

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

This item will provide information on the local Cal-Pass Regional Consortium will be shared including the story of its creation, its purpose and goals, and a demonstration of its data rich website.

The California Partnership for Student Success (Cal-PASS) is the only informational resource that creates regional partnerships between K-12 schools, community colleges, and universities through the sharing of student transcripts and performance information. Professional Learning Councils (PLCs) operate within each consortium 1) to identify issues that affect student achievement and transition between educational levels, and 2) create and implement action plans that increase student success.

Last January local educators established a Cal-PASS consortium with two PLCs - one for mathematics and one for English language arts. Each PLC has defined its own clear goals for this school year and will work collaboratively throughout the year to achieve them.

Information on each of the PLCs goals will be shared as well as the following:

- future efforts of the local consortium
  - ✓ specific research projects
  - ✓ creation of a collaborative culture
  - ✓ creation and inclusion of more PLCs
- a demonstration of the Cal-PASS website

**FISCAL IMPLICATIONS:**

Not applicable – provided for Information/Discussion only.

**RECOMMENDATIONS:**

Not applicable – provided for Information/Discussion only.

Submitted by:

Barry Gribbons, Audrey Green and  
Dave LeBarron

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Dr. Barry Gribbons  
Asst. Supt/VP, Institutional Development,  
Technology and Online Services

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 09/22/10

**AGENDA**

**CATEGORY** JOINT MEETING ITEM

**ITEM/TITLE** Update on Academy of the Canyons (AOC)

ACTION/CONSENT

ACTION

INFORMATION

DISCUSSION

**BACKGROUND / ANALYSIS:**

This item is an update on Academy of the Canyons' first year as a 9-12 school.

Academy of the Canyons, which opened August 24, 2000, just completed its first year as a 9-12 school. Capped at 400 students, it has a permanent home on the Hart District's floor of College of the Canyons' University Center.

Assistant Superintendent of Education Services Vicki Engbrecht and Principal Jill Shenberger will be present to provide an update.

**FISCAL IMPLICATIONS:**

Not applicable – provided for Information/Discussion only.

**RECOMMENDATIONS:**

Not applicable – provided for Information/Discussion only.

Submitted by:

Vicki Engbrecht

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

Vicki Engbrecht

Asst. Supt, Educational Services

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 09/22/10

**AGENDA**

**CATEGORY** BUSINESS SERVICES

**ITEM/TITLE** Approval of Travel Authorizations Schedule T 10/11-6

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

---

**BACKGROUND / ANALYSIS:**

The Travel Authorizations Schedule is presented for approval. Activities include attendance at conferences or conventions, as indicated, and other professional business activities related to District matters. Proposed expenditures are consistent with Board Policy.

A copy of the schedule is available from the Business Services Department, upon request.

**FISCAL IMPLICATIONS:**

Travel expenditure requests for fiscal year 2010-11 totaling \$37,364.08 are included in the 2010-11 Tentative Budget.

**RECOMMENDATIONS:**

Move Approval of Travel Authorizations Schedule T 10/11-6.

---

Submitted by:

Kari Soffa

---

Approval for submission to Board of Trustees:



---

Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



---

Sharlene L. Coleal

TRAVEL AUTHORIZATION SCHEDULE  
BOARD OF TRUSTEES MEETING  
September 22, 2010

Under Separate Cover Item 5.1 September 22, 2010
--

		Registr'n Fees	Trans	Lodging	Meals	Other	Total	Code	Funding Source	
<b>RATIFIED TRAVEL</b>										
1	California Construction Expo 08/12/10 Pasadena, CA Pete Bellas	15.00	35.50	-	7.32	-	\$57.82	IS	CACT	
2	Turning Green: Finding the Green in Energy 08/13/10 Bakersfield, CA Pete Bellas	21.04	81.50	-	-	-	\$102.54	IS	CACT	
3	CREATE NSF Internship Final Poster Session Symposium 08/27-08/28/10 Monterey Bay, CA Kathleen Alfano	-	147.00	430.00	110.00	-	\$687.00	IS	NSF GRANT CARRY FORWARD / CISCO GRANT CARRY FORWARD	
4	2YC3 Conference - American Chemical Society 09/09-09/11/10 Portland, OR Kathy Flynn	No Cost to District								NO COST TO DISTRICT
5	SHARP Workshop for FIPSE Grant 09/10/10 Los Angeles, CA Patty Robinson	No Cost to District								NO COST TO DISTRICT
6	State Baseball Meetings 09/10-09/11/10 Anaheim, CA Len Mohny	No Cost to District								NO COST TO DISTRICT
7	State Baseball Meetings 09/10-09/12/10 Anaheim, CA Chris Cota	No Cost to District								NO COST TO DISTRICT
8	CCCMBCA Executive Board Meeting 09/12-09/13/10 San Diego, CA Howard Fisher	-	153.00	109.00	75.00	-	\$337.00	SS		
9	Learn and Serve America 2010 Grantee Training 09/13-09/15/10 Washington, DC Omar Torres	375.00	780.00	867.92	110.00	-	\$2,132.92	SS	SERVICE LEARNING SCIENCE GRANT	
10	UC Conference 09/15/10 Los Angeles, CA Concepcion Perez	35.00	14.45	-	-	-	\$49.45	SS		
11	Statewide DSPS New Director's Training 09/19-09/20/10 Sacramento, CA James Glapa-Grossklag	-	188.00	100.00	60.00	60.00	\$408.00	IS	DIST. ED. CC GRANT #4	

**TRAVEL AUTHORIZATION SCHEDULE  
BOARD OF TRUSTEES MEETING  
September 22, 2010**

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
12 CCC Matriculation Advisory & Strategic Planning Committee Meeting 09/20/10 Sacramento, CA Chelley Maple		No Cost to District						NO COST TO DISTRICT
13 COTF Informational Workshop 09/21/10 San Diego, CA Chelley Maple		No Cost to District						NO COST TO DISTRICT
14 Southern California Simulation Committee Meeting 09/21/10 Long Beach, CA Tina Waller		No Cost to District						NO COST TO DISTRICT
<b>APPROVED TRAVEL</b>								
15 Southern California Simulation Committee Meeting Training 09/22/10 Torrance, CA Tina Waller		No Cost to District						NO COST TO DISTRICT
16 Statewide MESA Directors' Meeting 09/22-09/25/10 San Diego, CA Susan Crowther	-	147.50	371.25	120.00	-	\$638.75	IS	MESA GRANT CARRY FORWARD
17 METI - Western Regional HPSN 09/24/10 Los Angeles, CA Tina Waller		No Cost to District						NO COST TO DISTRICT
18 UCS Community College Counselor Conference 09/24/10 Los Angeles, CA Julie Jacobson		No Cost to District						NO COST TO DISTRICT
19 CCC Matriculation Advisory & Strategic Planning Committee Meeting 09/27-09/28/10 Sacramento, CA Jasmine Ruys *Chancellor's office will fund \$348.00 of this trip	-	161.15	180.00	40.00	28.00	\$409.15	SS	
20 CCC Matriculation Advisory & Strategic Planning Committee Meeting 09/28/10 Sacramento, CA Chelley Maple		No Cost to District						NO COST TO DISTRICT
21 EDPAC Meeting 09/28-09/29/10 Sacramento, CA Dena Maloney	-	381.40	-	55.00	-	\$436.40	CCC	
22 Cal/OSHA Compliance 2010 09/29/10 Long Beach, CA Yvette Barrios	199.00	67.06	-	15.00	-	\$281.06	PS	

**TRAVEL AUTHORIZATION SCHEDULE  
BOARD OF TRUSTEES MEETING  
September 22, 2010**

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
23 National League Nursing Summit 09/29-10/03/10 Las Vegas, NV								
Tammy Bathke	643.50	59.70	154.71	60.00	-	\$917.91	IS	PARAMEDICS TO RN WIA GRANT
Pamela Borrelli	643.50	208.00	320.00	60.00	-	\$1,231.50	IS	SPECIALTY COURSES WIA #2
Lori Brown	643.50	143.40	249.76	60.00	-	\$1,096.66	IS	PARAMEDICS TO RN WIA GRANT
Sandy Carroll	643.50	150.00	160.00	60.00	-	\$1,013.50	IS	SPECIALTY COURSES WIA #2
Mary Corbett	643.50	269.00	-	60.00	-	\$972.50	IS	PARAMEDICS TO RN WIA GRANT
Rachael Houghton	643.50	150.00	200.00	60.00	-	\$1,053.50	IS	PARAMEDICS TO RN WIA GRANT
Ann Lowe	643.50	279.00	300.00	60.00	-	\$1,282.50	IS	LVN TO RN WIA GRANT #2
Diane Morey	643.50	-	250.00	60.00	-	\$953.50	IS	LVN TO RN WIA GRANT #2
Tina Rorick	643.50	120.00	250.00	60.00	-	\$1,073.50	IS	PARAMEDICS TO RN WIA GRANT
Amy Shennum	643.50	-	394.00	60.00	-	\$1,097.50	IS	LVN TO RN WIA GRANT #2
Anh Vo	643.50	143.40	270.00	60.00	-	\$1,116.90	IS	SPECIALTY COURSES WIA #2
Tina Waller	643.50	119.40	-	60.00	-	\$822.90	IS	SPECIALTY COURSES WIA #2
24 Child Development Training Consortium 09/30-10/01/10 Sacramento, CA								
Cindy Stephens	No Cost to District							NO COST TO DISTRICT
25 California Fire Tech Directors Meeting 09/30-10/01/10 Santa Maria, CA								
Steve Dixon	No Cost to District							NO COST TO DISTRICT
26 CA-NV AWWA 90th Anniversary Annual Fall Conference 10/05-10/08/10 Sacramento, CA								
Regina Blasberg	565.00	205.42	359.46	80.00	20.00	\$1,229.88	IS	VTEA
27 Fall 2010 COADN Dean's and Director's Conference Forecasting the Future of Nursing in California 10/05-10/10/10 Monterey, CA								
Cindy Dorroh	200.00	291.00	905.00	115.00	-	\$1,511.00	IS	VTEA
Diane Morey	200.00	291.00	905.00	115.00	-	\$1,511.00	IS	VTEA
28 Deaf/Hard-of-Hearing Statewide Advisory Meeting 10/06/10 Sacramento, CA								
James Glapa-Grossklag	-	168.00	-	55.00	60.00	\$283.00	IS	DIST. ED. CC GRANT #4
29 NCATC Fall Conference 10/06-10/08/10 Milwaukee, WI								
Joe Klocko	345.00	524.00	426.00	180.00	45.00	\$1,520.00	IS	CACT
30 Basic Skills Pre-Conference & 2010 Strengthening Student Success Conference 10/06-10/08/10 Costa Mesa, CA								
Kristina Denee Pescarmona	400.00	93.62	438.39	100.00	30.00	\$1,062.01	IS	BASIC SKILLS
31 Advisory Committee on Education Services (ACES) 10/07-10/10/10 Burlingame, CA								
Michele Jenkins	-	191.00	80.00	55.00	20.00	\$346.00	P	

**TRAVEL AUTHORIZATION SCHEDULE  
BOARD OF TRUSTEES MEETING  
September 22, 2010**

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
32 The Learning Edge North America Customer Advisory Board 10/10-10/12/10 Anaheim, CA James Glapa-Grossklag								<i>NO COST TO DISTRICT</i>
	No Cost to District							
33 Educause 2010 10/12-10/15/10 Anaheim, CA James Glapa-Grossklag	985.00	81.00	630.00	180.00	-	\$1,876.00	IS	<i>DIST. ED. CC GRANT #4</i>
John Makevich	985.00	78.00	-	180.00	-	\$1,243.00	IS	<i>OPEN EDUC RESOURCES GRANT</i>
34 2010 LDI Convention 10/18-10/22/10 La Vegas, NV Brodie Steele	795.00	182.40	-	120.00	-	\$1,097.40	AD	<i>PAC - GLOBAL BUDGET / FDTN MANAGING DIRECTOR'S FUND</i>
Michelle Wall	595.00	182.40	350.00	120.00	-	\$1,247.40	AD	<i>PAC - GLOBAL BUDGET / FDTN MANAGING DIRECTOR'S FUND</i>
35 CA Placement Association Regional Workshop - "Are We There Yet - Creating Strategies for the Uptum" 10/22/10 Santa Monica, CA Anthony Michaelides	25.00	31.78	-	-	-	\$56.78	SS	
36 NAFSA Region XII Conference 10/24-10/29/10 Reno, NV Deborah Rio	679.00	329.30	465.35	330.00	80.00	\$1,883.65	SS	
37 CA Career Development Advisory Committee - "Connecting Students to Careers" Training 10/25-10/27/10 Lake Arrowhead, CA Anthony Michaelides								<i>NO COST TO DISTRICT</i>
	No Cost to District							
38 COA/CCCCAA 2010 Fall Conference 10/27-10/29/10 Irvine, CA Chuck Lyon	200.00	77.00	275.26	-	-	\$552.26	IS	
Len Mohney	No Cost to District							
	<i>NO COST TO DISTRICT</i>							
39 2010 SoCal Bio Conference 11/04/10 Los Angeles, CA Kristin Houser	200.00	38.60	-	-	-	\$238.60	IS	<i>VTEA</i>
40 Academic Senate for California Community Colleges Fall 2010 Plenary Session 11/11-11/13/10 Anaheim, CA Edel Alonso	325.00	32.00	-	-	-	\$357.00	IS	
41 Simulation User Network Meeting 11/30-12/02/10 San Diego, CA Tina Waller								<i>NO COST TO DISTRICT</i>
	No Cost to District							
42 CCLC Legislative Conference 01/22-01/23/11 Sacramento, CA Eric Harnish	350.00	224.50	250.00	110.00	-	\$934.50	P	

**TRAVEL AUTHORIZATION SCHEDULE  
BOARD OF TRUSTEES MEETING  
September 22, 2010**

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
43 CCLC Advisory Committee on Legislative 04/01/11 Sacramento, CA Eric Harnish	-	224.50	-	55.00	-	\$279.50	P	
44 CCLC Advisory Committee on Legislative 06/03/11 Sacramento, CA Eric Harnish	-	224.50	-	55.00	-	\$279.50	P	
<b>FISCAL YEAR 11/12</b>								
45 CCLC Advisory Committee on Legislative 09/03/11 Sacramento, CA Eric Harnish	-	224.50	-	55.00	-	\$279.50	P	
<b>INSTRUCTIONAL OPTIONAL FIELD TRIP</b>								
46 Rec 103: Outdoor Recreation and Natural Environment - Placerita Canyon Nature Center 09/28/10 Newhall, CA Rhonda Hyatt**								
<b>ASG CLUB EXCURSIONS</b>								
47 COC Engineering Club - JPL 10/01/10 Pasadena, CA David Martinez**								
<b>MILEAGE</b>								
48 Robynn Fridlund*** 06/22-06/29, 07/20-07/28, 08/10-08/17/10	-	76.00	-	-	-	\$76.00	CCC-SS	
49 Anna Avila*** 06/30/10	-	8.50	-	-	-	\$8.50	SS	
50 Bruce Getzan*** 07/08/10	-	2.53	-	-	18.50	\$21.03	IS	
51 Kevin Walsh*** 07/08, 08/12-08/24/10	-	146.55	-	-	37.00	\$183.55	IS	ETI
52 Ryan Theule*** 07/12-07/26, 08/02-08/25/10	-	75.20	-	-	-	\$75.20	CCC-SS	
53 Geraldine Branda*** 07/19/10	-	48.93	-	-	-	\$48.93	SS	TANF
54 Gil Murphy*** 07/26-07/27, 08/02-08/23/10	-	209.00	-	-	-	\$209.00	IS	SBDC GRANT (FEDERAL) #1
55 Be Phan*** 07/27-07/29, 08/02-08/23/10	-	67.90	-	-	-	\$67.90	CCC-IR	
56 Steven Tannehill*** 08/02-08/19/10	-	143.50	-	-	-	\$143.50	IS	SBDC GRANT (FEDERAL) #1

**TRAVEL AUTHORIZATION SCHEDULE  
BOARD OF TRUSTEES MEETING  
September 22, 2010**

	<i>Registr'n Fees</i>	<i>Trans</i>	<i>Lodging</i>	<i>Meals</i>	<i>Other</i>	<i>Total</i>	<i>Code</i>	<i>Funding Source</i>
57 Geraldine Branda**+ 08/04-08/18/10	-	79.75	-	-	-	\$79.75	SS	TANF
58 Kathleen Alfano**+ 08/06/10	-	70.00	-	-	-	\$70.00	IS	NSF GRANT CARRY FORWARD
59 Marsha Buterbaugh**+ 08/06/10	-	88.50	-	-	-	\$88.50	IS	NSF GRANT CARRYFORWARD
60 Gabrielle Temple**+ 08/06/10	-	85.50	-	-	-	\$85.50	IS	NSF GRANT CARRYFORWARD
61 Jennifer Hauss**+ 08/09-08/16/10	-	24.50	-	-	-	\$24.50	SS	
62 Tora Brown**+ 08/12/10	-	34.60	-	-	-	\$34.60	IS	SBDC GRANT (FEDERAL) #1
63 Chris Miner**+ 08/13-08/26/10	-	89.80	-	-	-	\$89.80	PP	
64 Ben Tenn**+ 08/18/10	-	8.00	-	-	-	\$8.00	IS	SBDC GRANT (FEDERAL) #1
65 Catherine Grooms**+ 08/18-08/25/10	-	74.67	-	-	-	\$74.67	IS	SBDC GRANT (FEDERAL) #1
66 Melinda Ursetta**+ 08/19-08/30/10	-	14.71	-	-	-	\$14.71	SS	
<b>GRAND TOTAL</b>						<b>\$37,364.08</b>		

Administrative Oversight Codes	
* District Vehicle	P - President (1000)
** Private Vehicle	IS - Instructional Services (2000)
+ Ratification	SS - Student Services (3000)
# Substitute Required	BS - Business Services (4000)
	PP - Plant & Property (5000)
	PS - Personnel Services (6000)
	AD - Administrative Services (7000)
	IR - Institutional Research (8000)
	CCC - Canyon Country Campus (9000)

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS**

Board of Trustees Meeting 09/22/10

**AGENDA**

**CATEGORY** BUSINESS SERVICES

**ITEM/TITLE** Approval of Renewal of Contract to Participate in the

State Chancellor's Office Tax Offset Program (COTOP) for the

Period October 1, 2010 through December 20, 2011

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

AB 2347 (Chapter 937, Statutes of 1982) authorizes the State Chancellor's Office to act on behalf of local community college districts for the purpose of collecting outstanding student financial aid obligations through participation in the Franchise Tax Board's Interagency Tax Offset Program. The Program was enhanced in 1991 by legislation to permit the offset of specific non-financial aid obligations owed to the districts.

By contracting with the State Chancellor's Office, our District can recover outstanding student debts owed to us, such as enrollment fees, out-of-state fees, library fines, personal checks written with non-sufficient funds, student loans, financial aid overpayments and other approved debts. Contracts are renewed annually.

The State Chancellor's Office Tax Offset Program (COTOP) requests the Franchise Tax Board to offset (deduct) the amount owed to a district from the student/debtor's personal State Income Tax refund, Lottery winnings or other State refund. Any amounts offset are remitted by the Franchise Tax Board to the State Chancellor's Office, which authorizes the State Controller to disburse the offset amount, minus a 25% administrative fee, to the participating local districts.

The contract is provided under separate cover and copies are available from the Business Services Department upon request.

**FISCAL IMPLICATIONS:**

In the last twelve years, the COTOP program has succeeded in offsetting and returning over \$10.6 million directly to participating districts. In the ten years that the District has participated in the COTOP program, the District has received net disbursements from the State of over \$13,800.

**RECOMMENDATIONS:**

Move Approval of Renewal of Contract to Participate in the State Chancellor's Office Tax Offset Program (COTOP) for the Period October 1, 2010 through December 20, 2011.

Submitted by:

Kari Soffa

Approval for submission to Board of Trustees:



Dr. Dianne G. Van Hook  
Chancellor

Recommended by:



Sharlene L. Coleal

THIS CONTRACT, made and entered into this first day of October, 2010, in the State of California, by and between the

SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
and the  
CHANCELLOR OF THE CALIFORNIA COMMUNITY COLLEGES

The CHANCELLOR of the CALIFORNIA COMMUNITY COLLEGES  
(hereinafter Chancellor) and the

SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
(hereinafter District) do agree that:

I.

Performance of this contract shall be pursuant to Government Code Sections 12419.2, 12419.5, 12419.7, 12419.9, 12419.10. Both parties' performance of this contract shall conform to the requirements of those statutes.

The Chancellor agrees to act on behalf of the District for the purpose of collecting through the State Franchise Tax Board's Interagency Offset Program, outstanding student financial aid and proper non-financial aid obligations owed to the District.

II.

The Chancellor's Office Tax Offset Program (hereafter known as COTOP) will be a (self-supporting) program with collection fees charged to the participating districts for the administrative costs incurred by the Chancellor in operating the program.

The Chancellor will, if a debtor owes an obligation to more than one college or district, eliminate the name of that debtor from the college or agency to which the debtor owes the smaller obligation.

The District will pay to the Chancellor an amount equal to but not greater than 25 percent (25%) of the amount which the Chancellor collects on behalf of the district from the Franchise Tax Board.

III.

The Chancellor will perform only those administrative services necessary to implement the legislation and related functions concerning the repayment of student financial aid and proper non-financial aid obligations through the COTOP program. Names and amounts submitted in error by the district will be treated as all other names and amounts and may be offset by the Franchise Tax Board.

The district may submit requests for deletions or revisions to the unpaid account balance to the Chancellor at any time and as often as needed.

Districts must enter their initial COTOP debtor data to the Chancellor's Office Tax Offset Program web-based system no later than November 25, 2010. Districts may make modifications to accounts (adds/changes/deletes) until November 30, 2010. If an offset occurs prior to the implementation of the deletion or modification by the Franchise Tax Board, it will be the responsibility of the District to make restitution directly to the debtor as required by Section IV.6 below.

The Chancellor or Franchise Tax Board will delete all names which cannot be processed by the Chancellor's Office or the Franchise Tax Board.

#### IV.

The District will:

1. Submit a single record for each affected individual as specified in #3 below according to the format and specifications in Appendices A and B which are incorporated into and made a part of this contract.
2. Notify those debtors whose names are submitted for collection of the pending action no later than submitting those names to the Chancellor's Office and review any objections received from those debtors. This notification should inform the debtor that the individual is entitled to request a review of the decision to collect the debt by the offset procedure. Immediately submit to the Chancellor's Office any modifications of the amount or deletions of any record found to be submitted in error, as necessary, as a result of the review as required by Appendix C, which is incorporated into and made a part of this contract.
3. Submit for collection through the COTOP program only the following types of debtor obligations:
  - A. defaulted Perkins, Nursing, Emergency and Extended Opportunity Programs and Services (EOPS) loans;
  - B. campus financial aid funds; EOPS Grants and Board of Governors Enrollment Fee Waivers for which the student was ineligible;
  - C. other financial aid obligations.
  - D. Proper student non-financial aid obligations limited to: non-resident tuition; enrollment fees; library fines; library replacement material charges; parking fees; parking fines (incurred within 3 years of date submitted for collection only); residence hall rent contracts; cafeteria meal contracts; telephone bills; drop fees (incurred prior to January 1992); personal checks returned for non-sufficient funds (limited to bookstore and other charges listed in this section only); returned check service charges; child care charges; instructional equipment breakage/replacement charges; health fees; transcript fees; foreign student insurance charges; dental health center charges; community services fees; lost key charges; transportation charges/fees; audit fees; contract class charges; instructional material fees; damage to campus facilities/equipment charges; personal checks written to "Cash" returned for non-sufficient funds (including returned check service fee); auto repair costs (including parts, lab fee, sales tax on parts); student representation fee; student center fee.

June 2010

4. For those student financial aid and non-financial aid obligations in default, send at least one written notice to the last known address of the debtor requesting that the debtor either pay the amount owed or contact the participating district regarding the debt. The written notice must be sent at least 30 days prior to Franchise Tax Board receiving the offset request. The district must retain copies of the notifications in the district/college file.
5. Do not submit names of any debtors who are:
  - A. not in default;
  - B. in litigation/bankruptcy.
6. Refund to debtor any overpayments or amounts collected in error resulting from collection through COTOP within 30 days from notification of offset by the Chancellor.

V.

The District agrees that the Chancellor is acting in reliance on the accuracy of information supplied by the District as to the names of debtors, identification of debtors, and amounts owed by debtors, and that the Chancellor shall not be liable for any damages arising from inaccuracies in information supplied by the District.

The District agrees that it will submit for collection only amounts which it is legally entitled to collect through this program.

The District agrees that it will respond to all debtor complaints received by the Chancellor regarding this program.

VI.

Each party agrees to indemnify, defend and save harmless the other, its officers, agents and employees from any and all claims and losses accruing or resulting to any and all contractors, subcontractors, materialmen, laborers and any other person, firm or corporation furnishing or supplying work, services, materials or supplies in connection with the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm or corporation who may be injured or damaged by either party in the performance of this contract.

VII.

The District and the agents and employees of the District, in the performance of this agreement, shall act in an independent capacity and not as officers or employees or agents of the State of California.

VIII.

Time is of the essence of this agreement.

IX.

No alteration or variation of the terms of this contract shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated herein, shall be binding on any of the parties hereto.

X.

The term of this contract shall be from October 1, 2010 through December 20, 2011, which as defined by the Franchise Tax Board, is the end of the 2011 interagency program processing year.

IN WITNESS WHEREOF, this agreement has been executed by the parties hereto, upon the date first above written.

CALIFORNIA COMMUNITY COLLEGES

By \_\_\_\_\_  
Steve Bruckman Date  
Executive Vice Chancellor

\_\_\_\_\_  
SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
(Name of District)

By \_\_\_\_\_  
(Authorized Signature) Date

\_\_\_\_\_  
SHARLENE COLEAL  
(Printed Name of Signature)

\_\_\_\_\_  
ASST. SUPERINTENDENT/VP. BUSINESS SERVICES  
(Title)

\_\_\_\_\_  
26455 ROCKWELL CANYON ROAD  
(Address)

\_\_\_\_\_  
SANTA CLARITA, CA 91355

June 2010

SANTA CLARITA COMMUNITY COLLEGE DISTRICT  
COLLEGE OF THE CANYONS

Board of Trustees Meeting 09/22/10

**AGENDA**

**CATEGORY** HUMAN RESOURCES

**ITEM/TITLE** Approval of Personnel Schedule PERS 2010/2011-05

**ACTION/CONSENT**

**ACTION**

**INFORMATION**

**DISCUSSION**

**BACKGROUND / ANALYSIS:**

Please see the attached.

**FISCAL IMPLICATIONS:**

N/A

**RECOMMENDATIONS:**

Move approval of Personnel Schedule PERS 2010/2011-05.

Submitted by:

Diane M. Fiero

Approval for submission to Board of Trustees:

*Dr. Dianne G. Van Hook*

Dr. Dianne G. Van Hook  
Chancellor

Recommended by:

*Diane M. Fiero*

Diane Fiero  
Asst. Supt/VP, Human Resources

**A. ACADEMIC PERSONNEL**

Category 3. Employment, Temporary Hourly as Needed

**Adjunct Instructors: Fall 2010 (08/23/10 – 12/11/10)**

Last Name	First Name	Position Title
Altounji	Myriam	Counseling- Noncredit/Continuing Education program
Fischer	Stewart “Dirk”	Music
Gomez	Aleida	Counseling- Noncredit/Continuing Education program
Grzesiak	Denise	Counseling- Noncredit/Continuing Education program
Guevara	Rosa	Nursing (Clinical)
Shakir	Sirr Guy	Physical Education
Stabile	Marguerite “Peggy”	Counseling- Noncredit/Continuing Education program

*New instructors hired under equivalency, if any, are noted with an asterisk (\*).  
 Additional names of adjunct and noncredit instructors may be presented to the Board.*

Category 6. Other

c. Approval of Guest Lecturers:

John Lewis Parker. Guest lecturer for Catherine Parker for Psychology 105 on September 21, 2010.

*Additional names of guest lecturers may be presented to the Board.*

**B. CLASSIFIED PERSONNEL**

Category 3. Adult Hourly

The following employees will not be allowed to **meet or exceed** 1000 hours and/or 180 days per academic year.

a. Substitute.

No business.

b. Temporary.

From time to time the District experiences a need to employ substitute and short-term/adult hourly employees. These individuals are employed

and paid for less than 75 percent of a college year and are not part of the classified service. These individuals should be distinguished from students employed part-time, in any college work-study program, or in a work experience education program.

At College of the Canyons an adult hourly or substitute employee is asked to perform a service for the District that is related to one or more of the following conditions:

- o replacement for an employee on leave (substitute);
- o working during a period of high student demand;
- o working on a special project of a short-term nature;
- o is in a position that enhances services to students;
- o is doing academic tutoring associated with the academic cycle; and
- o is in a seasonal position (for example a part-time coach).

Before employing an adult hourly employee, the Board must specify the service required to be performed by the employee and shall indicate the ending date of the service. While the law allows for 195 days (75% of the school year) of service, the Santa Clarita Community College District has imposed a limit, with few exceptions, of 180 days per year.

**Adult Hourly IV - \$9.50 per hour**

Hourly worker should have some basic and practical knowledge, skills, training, and/or experience in an office, department or classroom setting. Supervisor will provide some training. Performs a wider range of manual and clerical tasks and duties with slight difficulty under direct supervision.

Name	Department	Start Date	End Date	Eligibility Pool
Manzano, Dale	Comm. Studies	9/23/10	6/25/11	Direct Service to Students

**Adult Hourly IX - \$16.75 per hour**

Provides specialized assistance in an office, department or classroom. Has specialized skills that require specialized training, primarily at the college level. Performs specialized tasks and duties that have a high degree of difficulty under minimal supervision.

Name	Department	Start Date	End Date	Eligibility Pool
George, Jennifer	TLC Lab	9/23/10	6/25/11	Tutor

**Adult Hourly XIII - \$26.25 per hour**

Provides highest level of specialized assistance in an office, department or classroom. Requires the most advanced specialized knowledge, skills, training and/or experience. Coordinates with the supervisor to perform the most advanced specialized tasks and duties that have a high degree of difficulty.

Name	Department	Start Date	End Date	Eligibility Pool
Diaz, Maribel	Comm. Studies	9/23/10	6/25/11	Project

*Additional names of temporary adult hourly employees may be presented to the Board.*

**Revised End Date**

Name	Department	Original End Date	Revised End Date
Arana, Fausto	PE/Athletics	6/26/10	7/15/10 (Never Worked)
Marton, Clara	ECE	9/08/10	6/26/10 (Never Worked)

**End of Service**

Name	Department	Original End Date	Revised End Date
Marston, Brian	PE/Athletics	6/25/11	6/26/10 (Never Worked)

Category 6. Other

g. Volunteers:

Name	Department/Office
Germek, George	PAC (Reinstated)
Heckel, Jennifer	American Sign Language
Ivie, Mansur	PE/Athletics
Imenez, Joel	MESA
Laurino, Shirley	PAC (Reinstated)
Mausolf, Kendrick	American Sign Language

**End of Service**

Name	Department/Office
Bauerlein, Karlene	PAC (Performing Arts Center)
Goldenberg, Rosalie	PAC (Performing Arts Center)
Harris, Mary Ann	PAC (Performing Arts Center)
Hutton, Carolyn	PAC (Performing Arts Center)
Kettle, Joilene	PAC (Performing Arts Center)
Kost, Jean	PAC (Performing Arts Center)
Posthumus, Pat	PAC (Performing Arts Center)
Scharlach, Cheryl	PAC (Performing Arts Center)
Vandenberg, Natalie	PAC (Performing Arts Center)

C. **MANAGEMENT**

Administrative  
Responsibility

Category 6. Other

Kari Soffa, Director, Accounting Services, will receive a cell phone allowance and/or equipment reimbursement effective September 1, 2010. BS

Kevin Walsh, Interim Director, Employee Training Institute, will receive a cell phone allowance and/or equipment reimbursement effective October 1, 2010. O

Administrative Responsibility

- BS Business Services
- IS Instructional Services
- PP Plant and Property
- SS Student Services
- O Other