

SANTA CLARITA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES

BUDGET WORKSHOP AND BUSINESS MEETING
WEDNESDAY, OCTOBER 8, 2003
MINUTES

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, October 8, 2003, by Board President Bruce Fortine, in the Staff Dining Room of the Student Center, College of the Canyons, 26455 Rockwell Canyon Road, Santa Clarita, California.

Members Present: Mr. Bruce D. Fortine
 Mr. Ronald E. Gillis
 Mrs. Michele R. Jenkins
 Mrs. Joan W. MacGregor
 Mr. Ernest L. Tichenor
 Mr. Earl Foust III, Student Trustee

Others Present: Dr. Dianne Van Hook, Superintendent-President
 Dr. Philip L. Hartley, Executive Vice President/Assistant Superintendent
 Ms. Sharlene Coleal, Dean, Business Services
 Dr. Michael Wilding, Acting Vice President, Human Resources & Student Affairs
 Mr. Michael Dermody, Academic Senate President
 Ms. Lynne Mayer, Classified Coordinating Council/Administrative Assistant

President Fortine declared a quorum and called the meeting to order at 5:05 p.m.

**QUORUM
 ESTABLISHED
 (1.1)**

The Board moved to Closed Session to discuss the following:

**CLOSED SESSION
 (1.2)**

- 1.2a Conference with Labor Negotiator
 Santa Clarita Community College District Representative:
 Dr. Michael Wilding
 California Schools Employee Association (CSEA)
- 1.2b Conference with Labor Negotiator
 Santa Clarita Community College District Representative:
 Dr. Michael Wilding
 College of the Canyons Faculty Association (COCFA)
- 1.2c Conference with Legal Counsel – Existing Litigation
 Santa Clarita Community College District and AFT
 Case # LA-CE-4357-E

Those present in Closed Session were Fortine, Gillis, Hartley, Jenkins, MacGregor, Tichenor, Van Hook, and Wilding. Ms. Mary Dowell, Legal Counsel with Liebert, Cassidy, Whitmore, LLC, joined in by teleconference for Item 1.2c.

The Board returned to Open Session at 6:45 p.m. and announced that no action was taken in Closed Session.

President Fortine asked Mr. Tichenor 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)**

**Board of Trustees Minutes – Business Meeting
October 8, 2003**

2003/04-31

- 5.8 Approval of Amendment to Agreement Between the College of the Canyons and APS Affiliates, Inc.
- 5.9 Ratification of Agreement Between the Santa Clarita Community College District and MSC Software and EDS Unigraphics Solutions
- 5.10 Ratification of Agreement Between the Santa Clarita Community College District and ODC Consulting
- 5.11 Ratification of Agreement Between the Santa Clarita Community College District and Power Training Institute
- 6.1 Approval of Change Orders for the Performing Arts Center Project
- 6.2 Approval to Award Contract for the I-Building HVAC System Cleaning Project
- 6.3 Approval of Contract to WCS/Ca, Inc. for Labor Compliance Program
- 6.4 Approval of Addendum Two to Michael Paoli & Associates for Detailed Analysis of Educational Center Properties
- 7.1 Approval of Personnel Schedule PERS 2003/04-05
 - B. CLASSIFIED PERSONNEL
 - 1. Employment – Regular
 - Jasmine Rhys**, Administrative Assistant III (Admissions & Records), **Classified Represented Salary Range 30, Step 2 (\$3574)**, effective **October 22, 2003**.
 - 4. Authorization to Employ – Full-Time
Student Services Specialist II (Financial Aid). Correction of September 24, 2003 Board Item for Student Specialist I (Financial Aid).
- 9.1 Acceptance of Annual Gifts to the Foundation for the Period July 1, 2002 through June 30, 2003

**CONSENT CALENDAR
(2) con't**

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

Dr. Van Hook thanked Ms. Kathleen Maloney for being present at the meeting and complimented her, her staff and the members of the Foundation Board for their efforts in pursuing new ways to generate revenue for the College through the Foundation. She asked Mrs. MacGregor to relay this message to the Foundation Board at their next meeting, also, and Mrs. MacGregor noted she would definitely do so.

At the recommendation of Mr. Jim Schrage, the Board moved to reject all bids submitted on October 7, 2003 for the warehouse facility project.

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

**APPROVAL TO
AWARD CONTRACT
FOR MEASURE “C”
FUNDED WAREHOUSE
FACILITY
(6.5)**

A Public Hearing on the 2003/2004 Adopted Budgets was presented for information and comments. There were none.

**PUBLIC HEARING ON
THE 2003/2004
ADOPTED BUDGETS
(5.12)**

**Board of Trustees Minutes – Business Meeting
October 8, 2003**

2003/04-32

Available at the meeting was detailed line item budget information for all funds of the District. Copies are available from the Business Office on request. Dr. Van Hook noted that no changes had occurred since the budget was presented to the Board on September 24, 2003. The Board moved to approve the adoption of the 2003/04 budget.

**ADOPTION OF
2003/2004 BUDGETS
(5.13)**

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

The Financial Report for Month Ending August 31, 2003 was presented as information to the Board.

**FINANCIAL REPORT
MONTH ENDING
AUGUST 31, 2003
(5.14)**

Dr. Van Hook noted that the campus has a professional development model, approved by the Board, and an integral part of this is for full-time faculty to take sabbatical leaves. It is interesting to note that while 20 of the associates' program graduates have become full-time faculty members, 46% of our full-time faculty are former adjuncts at COC.

**SABBATICAL LEAVE
REPORT – REBECCA
SHEPHERD
(3.1)**

Dr. Hartley introduced Ms. Rebecca Shepherd, Chair, Department of Psychology, noting his appreciation and admiration of her hard work and dedication over the last five years to building the psychology department into what it is today. Ms. Shepherd presented the Board with an overview of her sabbatical leave. The product of her work is a handbook for department chairs, published as an electronic manual to provide them with the resource material they need to effectively carry out their responsibilities, providing them with guidelines and information to become effective department chairs. Ms. Shepherd noted she has received positive feedback from her colleagues about this project. She thanked the Board for approving the time to work on this project, and she felt the end result would be useful for other department chairs.

The Board and Dr. Van Hook thanked Ms. Shepherd for her hard work, dedication, and thoroughness in creating a product that will provide valuable information for our department chairs.

Dr. Van Hook announced that:

- ✓ The College applied for the TRIO grant and scored 97 out of 100 points but did not receive the award. Other applicants who are previous recipients of this grant automatically receive an extra 15 points when they apply. For example, another applicant, who had previously received the grant with a score of 84, but was awarded the grant when the prior experience additional points were applied. Earlier this fall, she had written a letter to Congressman McKeon making him aware of the situation. He is drafting language to propose a change for future applicants. She asked the Board to extend the college's appreciation for this whenever we see the Congressman or his staff members.
- ✓ She received a request from Dr. George Boggs, the Executive Director of the NAACC regarding the reauthorization of the Higher Education Act. In particular, he requested help in getting Congressman McKeon's help in preventing the proposed language that private colleges should be eligible to apply for the same kind of federal funding that has previously been restricted to public community colleges. This effort is in progress.

**UPDATE ON
LEGISLATION
(9.2)**

**Board of Trustees Minutes – Business Meeting
October 8, 2003**

2003/04-33

Mrs. Jenkins reported that the CCCT Board reviewed the items that Governor Davis will most likely sign before the October 12th deadline. In particular, SB644, which would provide an additional member to the Board of Governors from the classified staff, appointed by an exclusive bargaining unit, is something they expect the Governor to sign. This breaks the mold of the traditional way in which members are appointed to the Board of Governors.

**UPDATE ON
LEGISLATION
(9.2) con't**

Mr. Dermody announced that:

- ✓ The Academic Senate will be reviewing the associate degree requirements to ensure they are in line with Title V requirements.
- ✓ They are discussing the idea of establishing a committee to decide if the college would like to entertain the idea of using an anti-plagiarism program entitled "Turn it In.com."
- ✓ The next Academic Senate meeting will be held on Thursday, October 9th.
- ✓ One week from today will be the next Soup and Surprise lunch.
- ✓ As a reminder, the next scholarly presentation will be held on November 5th.

**ACADEMIC SENATE
REPORT
(10.1)**

Ms. Mayer had nothing to report.

**CLASSIFIED
COORDINATING
COUNCIL REPORT
(10.2)**

Dr. Van Hook reported that:

- ✓ The Executive Director of the Chamber of Commerce (Mr. Larry Mankin) noted partnerships with COC three times in his weekly informational email. She distributed copies to the Board.
- ✓ She received a note from Ms. Connie Worden, Mr. Don Fleming, and Mr. Larry Mankin, thanking COC for being the presenter at their first Chamber Economic Development meeting on September 25th.
- ✓ Ms. Dena Maloney, Mr. Dan Goetz, and Ms. Pamela Weldon were present when our request for an additional \$733,000 in ETP funding was approved without discussion. This funding will allow us to help over 800 local employees for the next 2 years. She thanked the Valencia Industrial Association for helping COC to acquire the funds.
- ✓ The 2003 Business Expo will be held this weekend in Parking Lot #7 at COC. The 'Taste of Expo' event will be held Friday night from 5:00 to 8:30 pm, and then Expo will be 10 am to 6 pm on Saturday and 10 am to 5:00 pm, Sunday.
- ✓ There are several efforts being pursued for the University Center, including:
 - The University Center Campaign Committee has developed a plan for working with private foundations to acquire \$1.0 million in support for the University Center Programming. We are also working to acquire funds from local developers whose buyers and businesses will benefit from the project.
 - A meeting she had with our architect and the fact that he is moving forward to develop a \$400,000 gift for the University Center from various architects and related businesses.
 - The Use Tax item discussed at the joint meeting between the Board of Trustees and the City Council will be on the City Council's agenda next Tuesday for approval. Administrators, VIA representatives, and Foundation Board members are planning to attend. The Board's attendance and support would be enthusiastically welcomed.

**SUPT-PRESIDENT'S
REPORT
(10.3)**

**Board of Trustees Minutes – Business Meeting
October 8, 2003**

2003/04-34

- ✓ The Fitness Edge Boot Camp will be holding a session on campus for COC staff and faculty members, beginning in November. Ms. Beth Asmus, a participant in the program, helped coordinate this program with the leader/owner of the Fitness Edge Boot Camp.
- ✓ A Performing Arts Day, coordinated by the Cultural Heritage Committee, was held today in Honor Grove. It was well attended and showcased some great student talent.
- ✓ On October 25th, the Elm Street Band will perform in the Cougar Den beginning at 4:00pm, prior to the football game. Sponsored by the COC Alumni & Friends, the entrance fee is \$15 for adults and proceeds will benefit the Alumni Scholarship Fund. Everyone is encouraged to bring a picnic basket for dinner, or contact the Foundation to pre-order and pre-pay for a boxed dinner. This was the same band featured at the President's Circle dinner in 2000.

**SUPT-PRESIDENT'S
REPORT
(10.3) con't**

Dr. Wilding noted that:

- ✓ "Major Quest" will be held in the Honor Grove on October 15th from 11:00 am to 2:00 pm. This is the last of the 3 events sponsored by student services, which started with the Fall Job Fair/Career Day, followed by Transfer Day.

Ms. Coleal reported that:

- ✓ She and Ms. Cindy Grandgeorge will attend the ACBO Conference in Sacramento next week.

Mr. Foust reported that:

- ✓ To date, the ASG officers have raised \$1600 in profit from the opportunity to run the concession stands at COC football games. They appreciated Mrs. Holly Tichenor stepping in to help last week, as they were understaffed.
- ✓ The Board Candidates forum planning is coming along. The Signal, Daily News, and Canyon Call have all confirmed their attendance at the 3 meetings.
- ✓ He attended a School Communication Council meeting, held last week at the Hart District office.
- ✓ The ASG officers have been meeting around their busy class schedules, holding business meetings, then executive committee meetings when necessary.
- ✓ They will be reviewing some ASG bylaws over the next few weeks. In particular, he and President Ellie Navid would like to increase the GPA requirement for ASG officers up from its current 2.0 GPA level.
- ✓ Three ASG senators were asked to resign, due to their lack of involvement and workload.
- ✓ They are working to bridge the gap between the ASG and the Canyon Call, trying to have more open lines of communication with the school paper.

**REPORTS BY
STUDENT TRUSTEE
AND BOARD
MEMBERS
(10.4)**

Ms. MacGregor attended the special playing of the bagpipes by Mr. Jim Gilmore in the Cougar Den, the Canyon Country Advisory Committee meeting where she spoke about the Educational Center and site acquisition process undertaken by COC, helped Ms. Allison Devlin to wrap gifts for the Hoefflin Make a Wish Day, and was a volunteer inspector for the special election held in the state yesterday for the Gubernatorial Recall vote.

Ms. Jenkins attended also help Ms. Devlin to wrap and prepare the gifts for the Hoefflin's special day, noting that Ms. Devlin had coordinated this year's event while being more than 8 months pregnant and without the assistance of the AmeriCorps volunteers that she has utilized in the past. The Hoefflin's greatly appreciated her help and the many gifts received for the children.

**Board of Trustees Minutes – Business Meeting
October 8, 2003**

2003/04-35

Mr. Gillis had attended the Canyon Country Advisory meeting and the football game at Allan Hancock College.

Mr. Tichenor noted he had attended the football game against Santa Barbara, participated in the ASG Blood Drive, and plans to attend the Expo this weekend.

Mr. Fortine attended an executive board meeting of the Transit Mixed Mining Operation, as well as the last home football game. He also addressed the City Council as a private businessman in regards to the Blue Barrel contract and alternative fuel ideas. He was not doing so as a representative of the college.

None.

None.

President Fortine announced the next meeting would be the Joint Meeting with the ASG Officers on Wednesday, October 22, 2003 in the Staff Dining Room (S-132). The meeting will begin at 2:30 pm.

There being no further business, the meeting was adjourned at 8:20 p.m.

**REPORTS BY
STUDENT TRUSTEE
AND BOARD
MEMBERS
(10.4) con't**

**COMMENTS BY THE
AUDIENCE FOR ITEMS
NOT ON THE AGENDA.
(10.5)**

**REQUESTS/RECAP BY
BOARD MEMBERS
FOR FUTURE ITEMS
ON AGENDA
(10.6)**

**ANNOUNCEMENT OF
NEXT MEETING
(10/22/03) AND
ADJOURNMENT
(11)**

Mr. Ronald E. Gillis, Clerk
Board of Trustees
Santa Clarita Community College District

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

Entered in the proceedings of the District _____