

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

**BUDGET STUDY SESSION & BUSINESS MEETING**  
**WEDNESDAY, OCTOBER 13, 2004 MINUTES**

The Business Meeting of the Board of Trustees of the Santa Clarita Community College District was called to order on Wednesday, October 13, 2004, by Board President Ernie Tichenor, 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. Joan W. MacGregor  
 Mr. Ernest L. Tichenor (arrived 5:30 pm)  
 Mr. Steven Vanover, Student Trustee

Members Absent: Mrs. Michele R. Jenkins (out of town)

Others Present: Dr. Dianne Van Hook, Superintendent-President  
 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, President, Academic Senate  
 Ms. Lynne Mayer, Administrative Assistant/Classified Coordinating Council

Special Guests and COC Staff: Mr. and Mrs. Dan & Lisa Boaz, Vital Express/COC Foundation Board Member  
 Mr. Steve Zimmer, Chair, COC Foundation Board  
 Ms. Connie Luechtefeld, COC Foundation Board Member  
 Ms. Kathleen Maloney, Executive Director, COC Foundation  
 Ms. Cathy Ritz, Director of Development  
 Ms. Kristin Hampton, Administrative Assistant  
 Mr. Jim Schrage, Dean, Physical Plan and Facilities Planning  
 Ms. Sue Bozman, Dean, District Communications, Marketing and External Relations  
 Mr. John McElwain, Director, Public Relations and Marketing  
 Dr. Brad Reynolds, COCFA President  
 Ms. Carol Rock, Reporter, The Daily News  
 Mr. Michael Farkash, Reporter, The Signal

Vice President MacGregor declared a quorum and called the meeting to order at 5:08 p.m.

**QUORUM  
 ESTABLISHED  
 (1.1)**

The Board moved to Closed Session to discuss the following:

- 1.2a Conference with Labor Negotiator  
 Santa Clarita Community College District Representative:  
 Dr. Michael Wilding  
 Part Time Faculty United-AFT Local 6262  
*(pursuant to Government Code §54957.6)*
- 1.2b Conference with Labor Negotiator  
 Santa Clarita Community College District Representative: Mr. Jim Schrage  
 California Schools Employee Association (CSEA)  
*(pursuant to Government Code §54957.6)*
- 1.2c 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)*

**CLOSED SESSION  
 (1.2)**

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- 1.2d Conference with Real Property Negotiator  
Property: Sierra Highway between Sand Canyon Road and Soledad Canyon Road  
Agency Negotiator: Dr. Dianne Van Hook  
Negotiating Parties: Mr. Bob Kellar and Mr. Marty Kovacs  
Under Negotiation: Price and Terms of Payment  
(pursuant to Government Code §54956.8)
- 1.2e Public Employee Discipline/Dismissal/Release  
(pursuant to Government Code §54957)

**CLOSED SESSION  
(1.2) con't**

Those present in Closed Session were Coleal, Fiero, Fortine, Gillis, Gribbons (5:08-5:35pm), MacGregor, Schrage, Tichenor, Van Hook, and Wilding. Dr. Nancy Smith (Interim Dean of Instruction) sat in for Dr. Long on Item 1.2a. Ms. Linda Jensen (attorney) was present via telephone for Item 1.2a. The Board returned to Open Session at 6:55 pm. President Tichenor announced the Board took no action in Closed Session.

President Tichenor asked Ms. Carol Rock, Reporter for The Daily News, to lead the flag salute.

**FLAG SALUTE  
(1.3)**

President Tichenor welcomed all present and invited members of the audience desiring to address the Board to so indicate and they would be recognized.

**WELCOME GUESTS  
(1.4)**

The Board moved approval of the Agenda for the meeting.

**APPROVAL OF AGENDA  
(1.5)**

Motion: Fortine                      Second: MacGregor                      Record of Board Vote: 4-0  
Student Trustee:                      Aye

The Board moved approval of the minutes for September 22, 2004.

**APPROVAL OF MINUTES  
(9/22/04)  
(1.6)**

Motion: MacGregor                      Second: Gillis                      Record of Board Vote: 4-0  
Student Trustee:                      Aye

Dr. Van Hook announced that

**RECOGNITION/  
INFORMATION  
(1.7)**

- ✓ Dr. Gribbons, Ms. Dena Maloney, and Ms. Debra Malinowski are to be commended for their work in developing grant proposals. We have received a little over \$1.0 million to the college to fund Digital Manufacturing (\$525,903), Welding (\$179,139) and Biotechnology (\$311,078).
- ✓ Ms. Sue Albert informed Dr. Van Hook we received the last \$100,000 to move forward with our nursing collaborative. This money, along with grant funding sources, business and hospital contributions, amounts to \$1.8M in revenue to expand the nursing program and train more nurses in spring 2005. This is being done in conjunction with Ventura and Glendale Community Colleges.
- ✓ She appreciated and thanked everyone involved in the efforts going into the final details for the opening of the Performing Arts Center. They are all working very hard and she applauded their efforts.

President Tichenor moved this item forward on the agenda for the Board to address at this time.

**APPROVAL OF NAMING  
OF PERFORMING ARTS  
CENTER AT COLLEGE  
OF THE CANYONS TO  
VITAL EXPRESS  
CENTER FOR THE  
PERFORMING ARTS  
(10.1)**

Dr. Van Hook noted that with the city, state and district funds, we were able to build the Performing Arts Center (PAC). As we did so, she asked the Foundation to develop a plan to create an endowment to generate new funds to continue to support the instructional program and improvements to the Center over time.

Lisa and Dan Boaz, the owners of Vital Express have come forward and proposed to donate \$2M to name the PAC. She noted that this is a very exciting opportunity

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and helps to underscore that community colleges are equally deserving as 4 year institutions to be supported and receive donations by individual and corporation's support. The Boaz's gift is a leadership gift that Dr. Van Hook predicts will change the face of fundraising for community colleges in the future. She noted that Dan is an alumnus of COC and Lisa is a member of our COC Foundation Board.

The Board moved Approval of Naming of Performing Arts Center at College of the Canyons to Vital Express Center for the Performing Arts.

Motion: MacGregor                      Second: Fortine                      Record of Board Vote: 4-0  
Student Trustee:                      Aye

Ms. MacGregor, with great excitement and gratitude, thanked the Boaz's for their support. Mr. Fortine noted the Boaz's stepped up and helped support the China Conference earlier this year. They are the kind of people that help, support and do these kinds of things in our community, always thinking outside the box. The college, as well as the entire community, appreciates their support.

President Tichenor added that there is so much to say, that the Board is almost speechless. He was astonished, grateful and pleased that before the opening of the building, someone would step forward and name the Center. He thanked Dan and Lisa very much. Mr. Gillis noted that a countless number of students for many years to come will benefit from their generosity. Mr. Vanover added that on behalf of the students at COC, he thanked them for their donation to the campus.

Mr. Dan Boaz addressed the Board, summarizing his career and business plan as he and his wife Lisa built their company, Vital Express. They now have 4 offices around the US and plan to open 100 franchises next year. They wanted to give back to the community and the college and inspire young leaders and other companies to do the same. They built the company and are here in the SCV to stay and are exciting about this opportunity.

Ms. Lisa Boaz noted through her involvement with the Foundation, this is an opportunity she didn't want to miss. She noted she and Dr. Van Hook are on similar paths in regards to their vision for the college. She added Dr. Van Hook is a role model in the community, and they are proud to be business partners with the college.

The Board moved approval of the Consent Calendar.

**APPROVAL OF NAMING  
OF PERFORMING ARTS  
CENTER AT COLLEGE  
OF THE CANYONS TO  
VITAL EXPRESS  
CENTER FOR THE  
PERFORMING ARTS  
(10.1) con't**

- 3.1 Approval of Agreement Between the Santa Clarita Community College District and Gloria Rogers
- 5.1 Approval of Purchase Order Schedule PO 2004/05-03
- 5.2 Approval of Travel Authorizations Schedule T 2004/05-04
- 5.3 Approval/Ratification of Inter-Fund Transfers
- 5.4 Approval of Agreement Between Santa Clarita Community College District and Blackbaud, Inc.
- 5.5 Approval of Annual Financial and Budget Report CCFS311 for Actual Year 2003-2004 and Budget Year 2004-2005
- 5.6 Approval of Agreement Between Santa Clarita Community College District and Williams & Fudge
- 6.1 Approval of Change Orders for the Performing Arts Center
- 6.2 Approval of Change Order for Music/Dance Lab
- 6.3 Approval of Notice of Completion for Performing Arts Center
- 6.4 Approval of Pre-Construction Agreement for Laboratory Expansion Project
- 7.1 Approval of Personnel Schedule PERS 2004/2005-06

**CONSENT CALENDAR  
(2)**

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- 7.2 Approval of Resolution No. 2004/05-09: Designation of the Official Representative and Alternate Representative to the SIRMA III JPA (Self-Insurance Risk Management Authority III for Employee Benefits Joint Powers Authority) Board of Directors
- 8.1 Approval of Agreement Between the Santa Clarita Community College District and SARS Software Products, Inc.
- 8.2 Approval of Renewal of Agreement Between the Santa Clarita Community College District and Greentree Systems, Inc.
- 8.3 Approval of Agreement Between the Santa Clarita Community College District and Cerritos College CACT

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

Motion: MacGregor                      Second: Fortine                      Record of Board Vote: 4-0  
Student Trustee:                      Aye

The Board moved Approval of Contract Between College of the Canyons and All Celebrity Travel of Valencia.

**APPROVAL OF  
CONTRACT BETWEEN  
COC AND ALL  
CELEBRITY TRAVEL OF  
VALENCIA  
(3.2)**

Motion: MacGregor                      Second: Gillis                      Record of Board Vote: 4-0  
Student Trustee:                      Aye

The Board moved Approval of Payments for Supplemental Services.

**APPROVAL OF  
PAYMENTS FOR  
SUPPLEMENTAL  
SERVICES  
(3.3)**

Motion: Fortine                      Second: Gillis                      Record of Board Vote: 4-0  
Student Trustee:                      Aye

The Budget Workshop was presented to the Board for information. Ms. Coleal presented a PowerPoint on the Community College Systemwide overview. She then discussed the details of the systems' budget and the impact on College of the Canyons, enrollments and projections, full-time faculty obligation, staffing, categorical allowances, block grants, partnership for excellence funds, and revenue assumptions.

**BUDGET WORKSHOP  
2004-2005  
(5.7)**

There was a short question and answer period following the presentation.

President Tichenor opened the Public Hearing on the 2004/2005 Adopted Budgets and it was presented for information and comments. There were none.

**PUBLIC HEARING ON  
THE 2004-2005  
ADOPTED BUDGETS  
(5.8)**

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. The Board moved to approve the adoption of the 2004/05 budgets.

**ADOPTION OF 2004-2005  
BUDGETS  
(5.9)**

Motion: MacGregor                      Second: Fortine                      Record of Board Vote: 4-0  
Student Trustee:                      Aye

The Board moved Approval to award contract for the Smoke Containment System for the Music/Dance Building to Partition Specialties, Inc. in the amount of \$12,400.

**APPROVAL TO AWARD  
CONTRACT FOR SMOKE  
CONTAINMENT SYSTEM  
FOR MUSIC/DANCE  
BUILDING  
(6.5)**

Motion: MacGregor                      Second: Fortine                      Record of Board Vote: 4-0  
Student Trustee:                      Aye

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Dr. Van Hook reported that:

- ✓ She has drafted a letter to send to Mr. David Viar (Chief Executive Officer, CCLC), based on her comments at the last meeting, in regards to the funding formula and the process used during the Community College Leaders Forum.
- ✓ She is planning to attend the Board of Governors meeting in November, as they will be addressing the funding formula.

**UPDATE ON  
LEGISLATION  
(10.2)**

Mr. Dermody announced that:

- ✓ The Statewide academic session will be held at the end of the month. The CPR seems to be the predominate them and its nice to see administrators, faculty and trustees united behind a common issue.
- ✓ The report is now out about raising the English and math requirements for graduation. There are definitely two sides and groups to the issue, one that says our society and businesses need the requirements raised and one that argues it should be a local decision. Therefore, statewide versus local control issues are being raised.
- ✓ The Academic Senate is starting an advisory review committee to plan for commencement activities in the future.

**ACADEMIC SENATE  
REPORT  
(11.1)**

Ms. Mayer thanked Ms. MacGregor, Mr. Fortine and Ms. Jenkins for participating in the tours of the Board rooms. She also thanked Mr. Jim Temple for his input and Mr. Schrage for attending and for bringing Mr. Steve Dowty, KBZ Architects, Inc. She felt the mix of attendees was good, providing a well balanced, broad view of things to consider when we begin to choose furniture and incorporate technology in our new Board room.

**CLASSIFIED  
COORDINATING  
COUNCIL REPORT  
(11.2)**

Dr. Van Hook reported that:

- ✓ The theatre department has been in the community at Barnes & Noble and Borders bookstores, performing excerpts of "Big River," which were well received.
- ✓ We are offering a business/communications skills course in Mandarin/Chinese as a follow on to the China conference. It is not for college credit and is an ETP funded project.
- ✓ The University Center oversight committee meeting is schedule next week. She noted she has participated in interviews of two consultants and has talked with Tom Lee and Lou Garasi to finalize the terms of the contract for the new consultant. The consultant will be brought on to help with the solicitation of funds to complete the University Center campaign. They have helped many colleges with capital campaigns.
- ✓ The Equalization District consortium has been turned over to the San Diego CCD. The summary of the meeting was emailed out and if the Board would like a copy, she will send them one.
- ✓ The ACCT National conference in New Orleans was held and 10 districts were represented. The discussed the community college group proposal and the next steps for equalization. The next meeting will be at Santa Monica College on October 27, if any Board members would like to attend.
- ✓ A member of the Board of Governors (Ms. Pauline Larwood) who is assigned to our district cannot make it to the PAC opening, but would like to come down for a campus tour. Once we get those dates, we will inform the Board and invite you to join in and express our interests to her.
- ✓ Our proposal for the Educational Center is into CPEC. She thanked Dr. Gribbons, Mr. Schrage and Ms. Coleal for their efforts. Mr. Stacy Wilson (CPEC) will review our proposal and we expect it to be placed on their agenda in December for approval.
- ✓ She asked the Board that if they have any prospects for the President's Circle reception to please get us those names and we will send a letter to them along with the invitation. She noted there is a President's Circle luncheon scheduled in November, as well.

**SUPT-PRESIDENT'S  
REPORT  
(11.3)**

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- ✓ “Navy NCIS” will be filming on campus on Thursday, October 14.
- ✓ The New Employee luncheon is scheduled for tomorrow, and Mr. Fortine, Ms. MacGregor and Mr. Vanover are planning to attend, along with 13 new employees.

**SUPT-PRESIDENT’S  
REPORT  
(11.3) con’t**

Ms. Fiero noted that:

- ✓ She will be attending the New Employee lunch tomorrow.
- ✓ She attended a lunch at Newhall Land & Farming and met a number of local business leaders.
- ✓ Next week she will be attending the ACHRO Conference in San Francisco.

Dr. Wilding had nothing to report.

Dr. Gribbons had nothing to report.

Ms. Coleal noted that:

- ✓ Ms. Cindy Grandgeorge is in Washington DC with Ms. Sue Albert.
- ✓ Next week, the Fiscal Services department will have the auditors coming to do the fiscal and GO Bond performance audits.

Mr. Vanover introduced his fellow ASG officers who were present at the meeting, and reported that:

- ✓ He attended the political talk/forum held on campus with 4 instructors; Mr. Jim Kelleher, Mr. Majid Moseleh, Mr. Stephen Branch and Mr. Chris Blakey.
- ✓ The ASG Officers passed a resolution regarding the CPR in opposition to their recommendations.
- ✓ He distributed a flyer about a High School Leadership Conference the ASG officers are planning to host.
- ✓ The next blood drive will be held November 10 and 11 in the cafeteria.
- ✓ He attended the student communication council meeting at the Hart District.
- ✓ The ASG officers are looking forward to the joint meeting with the Board.

**REPORTS BY STUDENT  
TRUSTEE, STAFF  
MEMBERS, AND BOARD  
MEMBERS  
(11.4)**

Mr Gillis had nothing to report.

Mr. Fortine reported that he was invited to participate in valley economic development center, a non-profit organization to assist women in business. He also attended a meeting of the Foundation Board, the Chamber/COC Leadership kick-off reception, the tour of the Board rooms at other colleges, the COC Job Fair, the dedication of the new Valencia high school football stadium, the focus group discussion for Hart District, and had lunch with Ms. MacGregor.

Lastly, he noted he attended the Network of California Community College Foundations conference in Anaheim and found it to be very interesting and informative. He shared information given by the keynote speakers and some of the recommendations they made for effective fundraising.

Ms. MacGregor announced she attended the SCV Trustees Association meeting, which was hosted by the College. Over 30 representatives attended and were treated to a great tour of the PAC by Dr. Michael McMahan prior to their meeting. She thanked Dr. Gribbons for attending as well and felt it was a productive meeting for all trustees. She also thanked Ms. Mayer for coordinating this meeting, as well as the tours of the Board rooms. She appreciated the opportunity to see other rooms, what works, what doesn't and gain some ideas for the new Board room. She noted she also attended the COC Foundation Board meeting. She announced that the FLEX committee has met and requested the Board consider doing another workshop. They have tentatively planned for Tuesday,

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January 11 from 11:30 to 1:00pm. It will be “lunch with the Board,” where participants can bring their lunch during the meeting.

She thanked the administration for the fact sheet and requested more copies of the tri-fold sheet. Lastly, she reminded the Board they will be adopting a child for the “Make a Wish” day.

Mr. Tichenor noted that he also attended the SCV Trustees Association meeting and thanked Ms. Mayer for helping to coordinate that event. He added he is looking forward to the Grand Opening on Friday night of the new Performing Arts Center.

Mr. Fortine added his thanks to the reporters from The Signal and The Daily News for being present at the meeting tonight and throughout the year.

Ms. Bozman added that:

- ✓ She attended the National Council for Marketing and Public Relations (NCMPR) held in Sonoma. There was also a small meeting for the CCPRO group, of which she is a member.
- ✓ She and John McElwain manned the booth at the SCV Expo and they entertained a steady stream of people during the entire weekend.

None.

Ms. MacGregor noted she will look forward to a letter going out from the Board of Trustees to all employees regarding contract changes before the next meeting.

President Tichenor announced the next meeting will be a Joint meeting with the ASG Officers at 2:30 pm on Wednesday, October 27, 2004, in S-132, Staff Dining Room, College of the Canyons Student Center. It will be followed by a Closed Session at 5:00pm

There being no further business, the meeting was adjourned at 8:37 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  
(10/27/04) AND  
ADJOURNMENT  
(12)**

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Mrs. Michele R. Jenkins, 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 \_\_\_\_\_